



Dear *Prospective Customer*,

We are thankful for the interest you present in our Galian handbags. In order to successfully complete the registration process please **read, sign and fax/email** the following information and documents regarding you and your company:

- 1. Completed business questionnaire**
- 2. Certificate of Resale**
- 3. Copy of Reseller's Permit**
- 4. Company Policies**
- 5. This Cover Letter Signed at the Bottom**
- 6. Credit Card Payment Authorization (optional but required if making a purchase)**

You will be faxing a total of 6 pages (documents). We **cannot** complete your registration process if any of these required documents are missing. By your signature, you abide to Rodem Inc.'s terms and conditions of sale. All signed documents become a binding contract between Rodem Inc and the Customer.

As soon as we receive **all** pertinent documents we will review your application. If approved, you will receive a welcoming email into our wholesale site. Please allow 2-3 business days for the reviewing process.

We thank and value your business.

Best regards,

*Rodem Inc. Customer Service*

Tel: (212) 779-5905

Fax: (212) 779-7127

Email: [contact@galian.com](mailto:contact@galian.com)

Web: [www.galian.com](http://www.galian.com)

**I have read and accept Rodem Inc.'s company policies including ordering, shipping, credit card authorization, and return/exchanges. I have truthfully completed the new business questionnaire and certificate of resale. I have provided a copy of my State Resale Number. I understand that all signed documents by me become a binding contract between myself, the company I represent, and Rodem Inc.**

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

Customer's Name: \_\_\_\_\_ Customer's Signature: \_\_\_\_\_



**Business Questionnaire**

**Company name:** \_\_\_\_\_

**How many stores do you have?** \_\_\_\_\_

**Date business was established:** \_\_\_\_\_

**Federal Tax ID Number:** \_\_\_\_\_

**State Reseller Permit Number:** \_\_\_\_\_

**Type of business:**

- Wholesaler     Importer     Retail  Boutique     Department Store
- Specialty chain store     Buying office     Internet Business
- Other

**Product Line:**

- Handbags     Shoes  Apparel     Jewelry & Accessories     Other

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**\*\*\* REFERENCES \*\*\***

(Main handbag vendors)

1. Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

2. Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**How did you hear about our company?** \_\_\_\_\_





Certificate of Resale

Purchaser's Company name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Other: \_\_\_\_\_

Email: \_\_\_\_\_

I hereby certify: That I hold a valid Seller's Permit Number:

\_\_\_\_\_

Issued pursuant to the Sales and Use Tax Law; that I am engaged in the business of selling:

\_\_\_\_\_

That the tangible personal property described herein which I shall purchase from **Rodem Inc.** will be resold by me in the form of tangible personal property; provided; however, that in the event that any of such property is used for any purpose other than retention, demonstration, or display while holding it for sale in the regular courses of business, it is understood that I am required by the Sales and Use Tax Law to report and pay tax, measured by the purchased price of such property or other authorized amount.

Description of property to be purchased from **Rodem Inc.:** **Ladies Fashion Handbags**

Date: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Purchaser or Authorized Agent: \_\_\_\_\_

(Do not forget to attach a copy of your Seller's Permit Number)



## Company Policies

**When you place an order with Rodem Inc you are agreeing to the following Terms and Conditions:**

**Ordering Policy:**

We require that our first time buyers purchase a minimum of 12 pieces. Our orders are processed on a “First Come First Served” basis and usually take about to 48 hours to be shipped. If shipment is delayed it is because most of the items you have ordered are out of stock or our shipping department has a large quantity of orders ahead of yours. Once you receive your order please revise your invoice and merchandise. Any item noted under “back order” will not be charged to your credit card nor will it be cancelled. It is the customer’s responsibility to notify us of any change or cancellation with respect to the merchandise in back order. Otherwise, any back order item will be shipped out as soon as we have it in stock.

**Shipping Policy**

All orders are shipped via UPS Ground unless otherwise requested by the customer. If you are in need of an expedited delivery please notify us at **212-779-5905** immediately after placing your order. Any additional charges will be applied to your invoice.

We automatically insure all shipments against the invoiced amount and require a signature confirmation. If you do not desire to have your shipment insured you will need to notify us before placing your order so that we are able to provide you with an “Insurance Waiver”. Be aware that if you neglect the insurance on your package **Rodem Inc.** will not be held responsible for any lost or damaged items. Any items that are reported as such during the shipment will be at the customer’s own risk and expense. Please note that UPS will also not be accountable for re-payment if the shipment is uninsured.

**Returns & Exchanges**

**Rodem Inc.** does not accept any returns or exchanges since we do not sell used items. You have a total of 10 days from the day you receive the invoice to inspect the merchandise and make any claims about receiving a wrong style or a factory defective item. We must be notified before any return so that we are able to grant you a RMA (Return Merchandise Authorization). We will only accept merchandise wrongly shipped of damaged from factory. Items sent without an RMA will be neglected and returned to the customer at his expense. **ALL SALES ARE FINAL.**

Once we receive the defective shipment it will be inspected by our personnel. If the item is found to be factory damaged you will have a credit applied towards your next purchase. Otherwise, the credit will not be applied. If the item is found not to be damaged, the customer will be charged a 25% restocking fee and a deduction of shipping cost will have effect to their credit card.

**Suggested Retail Pricing**

In order to preserve **Rodem Inc.**’s reputation please take into consideration our minimum retail price noted in your invoices. If the standard for pricing is not upheld, we will warn you once. However, if no adjustments are made, we reserve the right to refuse service to anyone.

May you have any specific questions with respect to our policies please contact us at [sales3@galian.com](mailto:sales3@galian.com), we are more than willing to be of assistance.

**I acknowledge and accept Rodem Inc.’s Policies.**

**Date:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_

**Customer’s Name:** \_\_\_\_\_ **Customer’s Signature:** \_\_\_\_\_



## Credit Card Payment Authorization

The completion of this authorization is required when making a purchase. This form helps us to protect you, our valued customers, from credit card fraud. All information entered on this form will be kept strictly confidential by **Rodem Inc.**

**Company Information**

**Company Name:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Other:** \_\_\_\_\_

I, \_\_\_\_\_, in behalf of the company mentioned above, authorize **Rodem Inc.** to charge my credit card account in the amount totaling my order (including shipping and/or taxes, if applicable).

Please check this box if you would like Rodem Inc to use this credit card for future purchase.

Type of card:  **VISA**    **MASTERCARD**    **DISCOVER**

Credit card holder number: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Expiration date: \_\_\_\_\_ CVC Code: \_\_\_\_\_ (last three/four digits on the back of the card)

<b>Credit card billing address</b>	<b>Requested shipping address (if different than billing)</b>
Street: _____	Street: _____
City: _____	City: _____
State: _____ Zip code: _____	State: _____ Zip code: _____
Telephone #: _____	Telephone #: _____

**As the credit card holder, I hereby authorize receipt of merchandise at the shipping address above.**

Card holder's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Print your full name clearly:** \_\_\_\_\_

**Sorry We Do Not Accept American Express At The Moment**

By signing this authorization form, I am authorizing Rodem Inc. to charge my account, and accept its terms and conditions of sale. I understand and agree to have this credit card on file so that it will be charged for future orders. This credit card account will be used on my on-line orders, tradeshow orders, phone orders, email orders or any other succeeding order placed with Rodem Inc. The credit provided online for any orders will not be sused towards charging my invoice. Instead, this credit card authorization will be used as to the final invoice balance.

Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

\*\*Complete and fax all required documents to (212) 779-7127\*\*