



ACCOUNT APPLICATION

PLEASE FILL OUT THE APPLICATION COMPLETELY,
LEGIBLY OR ELECTRONICALLY, AND SIGN THE REQUIRED FIELDS.

BASIC COMPANY INFORMATION

Legal Business Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Cell Phone: _____

Email: _____

Website: _____

Local Sales Tax License #*: _____

**If a copy of your Sales Tax License or Resale Certificate is not provided,
Modernform Cabinets and Closets will collect sales tax on your orders.*

Business Start-Up Year: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Are you a: (check all that apply)

- | | |
|---|---|
| ☐ Dealer | ☐ Distributor |
| ☐ Retailer (with showroom) | ☐ Retailer (no showroom) |
| ☐ Contractor | ☐ Remodeler |
| ☐ Builder / Developer | ☐ Architect |
| ☐ Interior Designer | |
| ☐ Other: _____ | |

How did you hear about us? (check all that apply)

- | | |
|--|---|
| ☐ Referral | ☐ Google Search |
| ☐ Google Ad | ☐ AI assistant (ChatGPT, etc.) |
| ☐ Home & Garden Show | ☐ KBIS Show |
| ☐ Email from Modernform | ☐ TV / Print Ad |
| ☐ Facebook | ☐ Instagram |
| ☐ TikTok | ☐ YouTube |
| ☐ LinkedIn | ☐ Houzz |
| ☐ Other: _____ | |

PLEASE LIST TWO COMPANIES YOU CURRENTLY DO BUSINESS WITH AS TRADE REFERENCES

Trade Reference 1

Company Name: _____

Contact Name: _____

Phone: _____

Email: _____

Address: _____

Trade Reference 2

Company Name: _____

Contact Name: _____

Phone: _____

Email: _____

Address: _____

AUTHORIZED PURCHASING AGENT(S)

Printed Name(s): _____

Customer Signature: _____ Printed Name: _____

OFFICE USE ONLY | MODERNFORM SALES REP: _____ Date: _____

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ACCOUNT APPLICATION

PLEASE COMPLETE THE APPLICATION AND SIGN
THE ORDERING POLICY ON PAGES 3 AND 4.

ADDITIONAL DOCUMENTS REQUIRED TO OPEN AN ACCOUNT WITH MODERNFORM CABINETS AND CLOSETS

Please sign at the bottom of this page and provide the requested documentation.

Required:

Businesses, Federal EIN: _____

OR

Sole proprietors without an EIN: provide a completed IRS Form W-9, plus supporting documentation such as a contractor's license or local or state permits.

Optional:

- Copy of State Sales Tax License or Resale Certificate (for tax exemption)
- Copy of valid driver's license
- Business card

Protect your information. Do not write a Social Security number anywhere on this application, and never send one by email. If you are submitting a W-9, hand it to your sales representative in person or ask your representative for a secure way to send it.

PRIVACY

Information collected, including name, phone number, email address and postal address, will be used only to process business or general inquiries related to Modernform Cabinets and Closets. It will be treated in confidence and will not be disclosed to any other party. To access or correct your personal data, email sales@modernformcabinets.com.

AUTHORIZATION

By signing below, you authorize the purchasing agent(s) listed on this application to be registered with Modernform Cabinets and Closets under your state sales tax license.

Signature: _____ **Print Name:** _____ **Date:** _____

Thank you for taking the time to complete this form. Please return the completed application to your sales representative and copy sales@modernformcabinets.com. We look forward to working with you.



ORDERING POLICY

AND PROCEDURES

All sales orders must be confirmed and approved in writing, converted from their original estimate to an active invoice number, and paid in full before they are processed and submitted to our warehouse for fulfillment. Orders cannot be changed or canceled within two business days of the invoice "Ready By" date, or additional fees may apply. Your invoice number is your order number and should be referenced in any inquiry about a specific order. For customer pickups (CPU), clients or their representatives must check in and present an invoice number to our receptionist to claim and pick up an order.

Orders may be subject to sales tax. Where sales tax applies, it is calculated at the bottom of the sales order. If your business is tax exempt, we need a copy of your resale certificate and a photo ID. Please scan these and provide them to your sales representative.

All backorder shipping charges are prepaid by Modernform Cabinets and Closets.

A few things to keep in mind when ordering: review the estimate carefully and tell your sales representative about any changes BEFORE placing the order. It is the client's responsibility to make sure everything on the ticket is correct BEFORE the order is submitted. By acknowledging this policy and consenting to convert an estimate to an invoice, you acknowledge that you are responsible for the contents of the invoice.

WARRANTY AND BACKORDER ISSUES

If you have a warranty or backorder issue, you must initiate a Warranty Claim Form within 48 hours of receiving your partial or completed order. **Email sales@modernformcabinets.com to request the form.** Images must be included. The warranty manager will reply within 48 hours of receiving your email.

PICKUP AND DELIVERY

Orders out for delivery cannot be edited within 48 hours of the scheduled delivery date, or fees will be assessed.

If picking up, please sign in at the front office with the receptionist and have your invoice number, company name and sales representative's name ready. The receptionist will direct you to the correct dock door. Wait times for pickup may vary. Please bring a pen and paper. Check everything the warehouse gives you and make sure it matches your order. If a box looks damaged, open it and check the items inside.

If accepting delivery, please be patient, as delivery times vary and may fall outside your estimated window. Check everything, and decline any items that are not on your invoice.

CANCELLATIONS

To cancel an order, email your sales representative or visit our location to request cancellation. **ORDERS CANNOT BE CANCELED WITHIN TWO BUSINESS DAYS OF THE "READY BY" DATE ON THE INVOICE.** Custom painted orders cannot be canceled.

RETURNS AND EXCHANGES

It is the account holder's responsibility to review and approve the contents of each invoice for accuracy at the time of purchase AND at pickup or delivery. If Modernform approves a return, a 25% restocking fee applies. Exceptions may apply when the error is ours, such as an unapproved line item added by mistake, or a wrong-color or damaged cabinet. No returns are accepted on assembled items or on items ordered in error by the account holder.

To be eligible for a return, a Warranty Claim Form or Return Authorization Form must be initiated within two (2) business days of receiving your partial or completed order. All cabinets and accessories must be in the same condition you received them, in the original packaging, with the receipt or sales order as proof of purchase. No returns are accepted more than 45 days after the invoice date.

Assembled items delivered incorrectly qualify for an exchange, processed through sales@modernformcabinets.com. Email us to request the warranty form.



ORDERING POLICY

AND PROCEDURES (CONTINUED)

DESIGN SERVICES

Modernform offers complimentary basic design services to all account holders and their clients. Our basic design service, including 3D renderings, is free.

All measurements must be provided by the contractor, and the contractor must be present at all in-person design appointments. In-person design sessions are by appointment only; call your sales representative in advance to schedule. Emailed design requests have a 3–5 day lead time, which varies seasonally. To request a Design Request Form, email sales@modernformcabinets.com or ask your sales representative.

Designers do not travel to job sites to confirm measurements; that is the responsibility of the contracted installer. Complete measurements are required before a design can begin. It is the account holder's responsibility to verify all measurements and to confirm that designs and revisions are correct before purchase. The account holder is ultimately responsible for payment.

Full measurements and layouts not used in a cabinet order may be subject to a \$250 premium design fee, and Modernform may require a payment method on file. When applicable, premium design fees are applied toward the corresponding order.

Not all designers can provide a quote. Contact your sales representative for estimates, pricing and payments. Modernform does not release pricing to the clients of our account holders. Quotes are made available for review before cabinets are purchased.

All designs are recommendations based on the needs and requests of the customer, and all information must be submitted in writing or in person. Modernform does not guarantee or take responsibility for any design. By converting a design into a sales order, the customer confirms approval of everything listed in the quote. Design images are an artistic representation of how your cabinets may look, not an exact representation. If an order is received and the customer does not find the design suitable, Modernform is not responsible for providing new cabinets. Copies of a design can be requested from the designer at any time.

POLICY AND PROCEDURE ACCEPTANCE

By signing below, I acknowledge that I have read and accept the Ordering Policy and Procedures above.

Signature: _____ Print Name: _____ Date: _____

Company Name: _____