

**CRT-61 Certificate of Resale****Step 1: Identify the seller**1 Name GLOBAL VIEWS LP2 Business address 7301 AMBASSADOR ROW

<u>DALLAS</u>	<u>TX</u>	<u>75247</u>
City	State	Zip

Step 2: Identify the purchaser3 Name Paula Forsyth4 Business address 631 Brier St
Kenilworth, IL 60093
City State Zip

5 Complete the information below. Check only one box.

☐ The purchaser is registered as a retailer with the Illinois Department of Revenue. _____
Account ID number☒ The purchaser is registered as a reseller with the Illinois Department of Revenue. 2601-0488
Resale number☐ The purchaser is authorized to do business out-of-state and will resell and deliver property only to purchasers located outside the state of Illinois. See Line 5 instructions.**Step 3: Describe the property**

6 Describe the property that is being purchased for resale or list the invoice number and the date of purchase.

DECORATING ACCESSORIES / SMALL FURNITURE**Step 4: Complete for blanket certificates**

7 Complete the information below. Check only one box.

☒ I am the identified purchaser, and I certify that all of the purchases that I make from this seller are for resale.☐ I am the identified purchaser, and I certify that the following percentage, _____%, of all of the purchases that I make from this seller are for resale.**Step 5: Purchaser's signature**

I certify that I am purchasing the property described in Step 3 from the stated seller for the purpose of resale.

<u>Paula Forsyth</u> Purchaser's signature	<u>4/23/2019</u> Date
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Note: It is the seller's responsibility to verify that the purchaser's Illinois account ID or Illinois resale number is valid and active. You can confirm this by visiting our web site at tax.illinois.gov and using the Verify a Registered Business tool.

General information**When is a Certificate of Resale required?**

Generally, a Certificate of Resale is required for proof that no tax is due on any sale that is made tax-free as a sale for resale. The purchaser, at the seller's request, must provide the information that is needed to complete this certificate.

Who keeps the Certificate of Resale?

The seller must keep the certificate. We may request it as proof that no tax was due on the sale of the specified property.

Do not mail the certificate to us.

Can other forms be used?

Yes. You can use other forms or statements in place of this certificate but whatever you use as proof that a sale was made for resale must contain

- the seller's name and address;
- the purchaser's name and address;
- a description of the property being purchased;
- a statement that the property is being purchased for resale;
- the purchaser's signature and date of signing; and
- either an Illinois account ID number, an Illinois resale number, or a certification of resale to an out-of-state purchaser.

Note: A purchase order signed by the purchaser may be used as a Certificate of Resale if it contains all of the above required information.

When is a blanket certificate of resale used?

The purchaser may provide a blanket certificate of resale to any seller from whom all purchases made are sales for resale. A blanket certificate can also specify that a percentage of the purchases made from the identified seller will be for resale. In either instance, blanket certificates should be kept up-to-date. If a specified percentage changes, a new certificate should be provided. Otherwise, all certificates should be updated at least every three years.

Specific instructions**Step 1: Identify the seller**

Lines 1 and 2 Write the seller's name and mailing address.

Step 2: Identify the purchaser

Lines 3 and 4 Write the purchaser's name and mailing address.

Line 5 Check the statement that applies to the purchaser's business, and provide any additional requested information.

Note: A statement by the purchaser that property will be sold for resale will not be accepted by the department without supporting evidence (e.g., proof of out-of-state registration).

Step 3: Describe the property

Line 6 On the lines provided, briefly describe the tangible personal property that was purchased for resale or list the invoice number and date of purchase.

Step 4: Complete for blanket certificates

Line 7 The purchaser must check the statement that applies, and provide any additional requested information.

Step 5: Purchaser's signature

The purchaser must sign and date the form.

RECONSIGNED OR REFUSED SHIPMENTS: The customer is responsible for all additional shipping and handling charges on reconsigned shipments. All refused shipments are subject to a 25% restocking fee and shipping charges both ways.

DAMAGES: Upon receipt of your shipment, please count the number of pieces (skids/crates) and cartons against the quantity on the delivery receipt. The shrink wrap should be intact, but if not, this may be sign of shortage in your shipment. If a shipment arrives intact with no visible damage, the shipment should be received. The carrier will NOT allow inspection of a shipment received with no visible damage. If a shipment arrives with any obvious damage, you are entitled to refuse the damaged shipment. Please note on the DR the type of damage, shortage or if the shrink wrap is not intact, to facilitate claims. Please report all concealed damages within 48 hours of signing the DR to avoid denial of claim. Please submit a complete claim form to customerservice@globalviews.com with images of the damage to the item and of the shipping box. If you are not refusing the shipment, please keep the damaged item with all original packaging until the claim is resolved. Remember if not signed for short or damaged with description Global Views reserves the right to refuse responsibility. Please make sure your receiving facility is aware of the above guidelines and they should follow them.

RETURNS: No returns or damaged merchandise will be accepted without a Return Authorization (RMA) issued by our Customer Service Department first. All returns for reasons other than shipping damage or manufacturer defect are subject to a 25% restocking fee plus shipping and handling charges both ways. All merchandise must be returned in original condition for credit.

SHIPPING & SERVICES

We work hard to ensure your goods arrive safely. Please take a moment to review the basics of shipping.

1. Parcel services such as UPS (our preferred Carrier) and FedEx are utilized for smaller orders that are not fragile and meet parcel size restrictions. These carriers can also provide overnight and express shipping at higher rates.

All parcel residential shipments are shipped direct signature required.

2. Less than truckload (LTL) carriers, also known as common carriers, provide transportation for palletized goods or items with size and weight dimensions that exceed parcel carrier limits.

3. Third Party Prepaid Billing is available by customer request.

4. Accessorial charges are ancillary costs levied by LTL carriers for additional services such as:

RECONSIGNED: A reconsignment fee will be applied to the shipment whenever an address change is made after a tracking number has been assigned and/or it has left the Global Views warehouse. LTL or common carrier reconsignments are subject to a \$50.00 base fee. If the shipment has to change destination terminals, additional freight charges will apply, and will be provided at the time of the request. Parcel reconsignments are subject to a \$50.00 base fee, as well as additional fees per package and transportation charges when applicable. Additional package and transportation charges will be provided at the time of the request.

Redelivery: A LTL/Common Carrier shipment is subject to a redelivery fee after an appointment was set up and the delivery attempt was made, but the consignee was not available to receive shipment. Redelivery fees are applied for each attempt made.

REFUSED SHIPMENTS: All refused shipments are subject to a 25% restocking fee and shipping charges both ways. Global Views reserves the right to generate invoices associated with these costs.

5. White Glove Service is offered by specialty providers for an additional cost. This service is normally used for larger, heavier, more expensive items that require special handling.

Print Name of Owner or Manager Paula Forsyth

Signature Paula Forsyth

Date 4/23/2019

Company Name Paula Forsyth Design

City, State, Zip Kenilworth, IL 60043