

Reseller Form for TIPS Sale

ALL INFORMATION MUST BE COMPLETED

Authorized Reseller: _____

TIPS Awarded Vendor: _____

Awarded Vendor's TIPS Contract Number: _____

Is Reseller listed under "RESELLER" tab of TIPS Vendor's profile on TIPS website: Y _____ N _____
(If not, Vendor will need to add before submitted paperwork)

TIPS Member (End-User/Customer): _____

Is the End-User a registered TIPS Member of TIPS: Y _____ N _____
(If not, they will need to join. See <https://www.tips-usa.com/membership.cfm>)

TIPS Member's (End-User/Customer's) Purchase Order #: _____

Dollar amount charged **TO THE END-USER/CUSTOMER** for this purchase: \$ _____

*Note: This dollar amount needs to reflect the charge to the End-User less any shipping or taxes.
This is NOT the dollar amount of the purchase between the TIPS Vendor and Authorized Reseller.*

Required Documentation:

Please send the following documentation to tipspo@tips-usa.com as **one (1)** PDF attachment.

NOTE: Incomplete/missing documents will be returned with request to supply **ALL** required documents.

____ Copy of this completed form

____ Copy of the TIPS Member's (End-User/Customer's) Purchase Order

____ Copy of quote to TIPS Member (End-User/Customer) with TIPS Awarded Vendor's Name & Contract Number referenced.

Printed name of authorized representative providing information: _____

Signature of Authorized Representative: _____

Title: _____

Company: _____ **Date:** _____



Purchasing Made Personal

Need Assistance? 866-839-8477

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