



Dealer Application Packet

Thank you for your interest in becoming a valued Bursma Electronic Distributing, Inc. (BURSMA) customer.

Our mission is to provide you with the best customer service, products and education in the business.

Our application process is easy. You only need to complete, sign the forms and send them to BURSMA Credit Department at Fax #616-350-9353.

- Form 1 Account Application
- Form 2 Credit Card Authorization
- Form 3 Trade References
- Form 4 Web Access Request

- All dealers who are not required to pay sales tax MUST submit a valid tax exemption certificate or we cannot process your application

Also in this packet you will find our Policies

Credit Card Authorization Form

My signature below authorizes Bursma Electronic Distributing, Inc (BURSMA) to process orders to below referenced credit card. These orders may be made by only the authorized persons listed below. Any changes of authorized persons must be made in writing to BURSMA. I hereby assume full, unconditional responsibility for making payment for all orders and agree to abide by all billing and merchandise return policies of BURSMA. Please note for all open accounts: If your account becomes delinquent, BURSMA has a right to charge the credit card on file for the balance.

___ VISA ___ Master Card

Card # _____ Expiration Date _____

CIV/CVV # _____

Company Name _____

Billing Address _____

Name (s) of authorized user (s)

1) _____

2) _____

___ VISA ___ Master Card

Card # _____ Expiration Date _____

CIV/CVV # _____

Company Name _____

Billing Address _____

Name (s) of authorized user (s)

1) _____

2) _____

Cardholders Signature: _____ **Date:** _____

I have read the above conditions and hereby agree to the terms above

Cardholders Signature: _____ **Date:** _____

I have read the above conditions and hereby agree to the terms above

Trade References

(For Open Account application only)

Trade Credit References, Consumer Electronics and Affiliated Industries Only:

1. Company _____
Address _____
City _____ State _____ Zip _____
Contact Person _____ Acct # _____
Phone _____ Fax _____ Line of Credit _____

2. Company _____
Address _____
City _____ State _____ Zip _____
Contact Person _____ Acct # _____
Phone _____ Fax _____ Line of Credit _____

3. Company _____
Address _____
City _____ State _____ Zip _____
Contact Person _____ Acct # _____
Phone _____ Fax _____ Line of Credit _____

Web Access Request Form

Please complete form for Login to access on-line ordering

Company Name _____ Account # _____
Assigned by BURSMA

Authorized User (s)

1. Name _____
 Sales/Purchasing Accounting

Email _____

Password _____

Password recall question:
(father's middle name) _____

#2. Name _____
 Sales/Purchasing Accounting

Email _____

Password _____

Password recall question:
(father's middle name) _____

I approve the above users for Bursma.com e-commerce web access.
Please send account setup confirmation to above email address(s)

Signature

Date

Please fax completed form to (616) 350-9353



POLICIES

Shipping

UPS small package shipping is FREE on orders \$2,000 or more that are shipped to your primary business location within the 48 contiguous states. Overweight or oversized product is excluded. Free shipping is only on standard ground shipping and does not include express 2nd day or next day shipping. BURSMA is not responsible for any damages or losses incurred from the performance of these carriers.

BURSMA trucks make regular weekly deliveries. See your Sales Professional for details.

*Shipping programs can be changed at any time without notice.

General

BURSMA adheres to our manufacturers policies regarding the resale of their products. By purchasing from BURSMA you agree to the following:

- Any products purchased from BURSMA will not be re-sold online, directly or indirectly.
- The resale of products purchased from BURSMA will follow manufacturers UPP policies.

Returns

Excluding Special Orders, Clearance and Discounted Items, all products purchased from BURSMA can be returned within 30 days of purchase.

- Any return approved after 30 days will incur a 25% restocking fee.
- Returns 90 days or older after date of sale are not accepted.
- Product returned must be in the original packaging.
- All product returns must have approval and return authorization assigned prior to shipping.
- A return authorization number will be assigned to your return by your Sales Rep.
- Return Authorization number must be clearly visible on the shipping label or your return package.

Non-Defective Units - Returned within 30 days of purchase:

- Factory sealed: Return will be accepted for credit without any restocking fees.
- Non Factory sealed: A minimum 25% restocking fee will be applied based on the condition and missing/damaged parts.

Defective Units - Returned within 30 days of purchase:

- Dealer must follow Manufacturer requirement for field contact prior to return.
- BURSMA will exchange the unit with the same or an equivalent priced model, or credit the dealer's account only if an equivalent unit cannot be exchanged. (Credit must be used for purchase and cannot be refunded).

Advanced Replacement

BURSMA offers advanced replacement for products for urgent swap out situations. Below are the requirements that must be met to take advantage of this service.

- All advanced replacements must be paid for in full prior to shipping, this includes, but is not limited to, past due and/or over credit limit terms accounts.*
- After a Return Authorization number has been issued to you, the advanced replacement product will be shipped to you based on your shipping requirement
- Once you receive the advance replacement product, you will ship your exchange product back to BURSMA in its original packaging, including all accessories.
- Once the product is received by BURSMA, we will inspect the unit and issue your refund less any restocking fees that may apply.

* Upon receipt of returned item(s), the advance replacement will be credited and the credit will be applied to the past due or over credit limit balance at the Credit Department's discretion.