



CHF BC FLOORING PROGRAM ACCOUNT SET UP

CO-OP NAME

BILLING ADDRESS

PHONE

FAX

EMAIL

SIGNING OFFICERS AUTHORIZATION Number of signatures required to approve work orders/estimates _____

The Federation is entitled to accept the following co-op authorizations on the flooring program work orders/estimates, unless and until such time as it is notified, in writing, of changes.

Please indicate if each person is a designated program contact as described in #5 of the Terms and Conditions. If the designated contact is not listed below please advise CHF BC in writing.

1. NAME (PLEASE PRINT)			DESIGNATED CONTACT	YES / NO
SIGNATURE	PHONE	EMAIL		

2. NAME (PLEASE PRINT)			DESIGNATED CONTACT	YES / NO
SIGNATURE	PHONE	EMAIL		

3. NAME (PLEASE PRINT)			DESIGNATED CONTACT	YES / NO
SIGNATURE	PHONE	EMAIL		

AUTHORIZED SIGNATORY

NAME (PLEASE PRINT)	TITLE
SIGNATURE	DATE

TERMS AND CONDITIONS

The Federation and the Co-op agree to the following terms and conditions:

1. Products and services will be supplied to the Co-op, as specified in the signed Work Order/Invoice.
2. CHF BC's flooring contractor will provide up to 2 quotations per unit at no charge. Each additional quotation will be subject to a \$25 fee which can be put towards the cost of flooring installations scheduled within 60 days of the quotation date.
3. Quotations are valid for 60 days.
4. The Co-op agrees to pay the Federation the full balance owing immediately upon the completion of installation or delivery:
 - a. For orders \$5,000 and less, the total is due upon completion of work.
 - b. For orders over \$5,000 but less than \$20,000, one half when Supplier places order and remaining half upon completion.
 - c. For orders \$20,000 and over: one third when Supplier places order; one third when installation is 50% completed; one third upon completion of installation.
 - d. The Federation will holdback 10% for deficiencies for thirty days from the Supplier's invoice date
 - e. All accounts are net thirty days
 - f. Overdue accounts will be charged interest at 2% per month on the unpaid balance.
5. The co-op shall designate a program coordinator(s) who will coordinate quotations and installations within the co-op and be the contact person for CHF BC and their supplier.
6. The Co-op shall be responsible to ensure that members pack and unpack personal items as required for preparatory work and installation. For more information, please refer to the **Prepare Your Unit** form, available on CHF BC's website (www.chf.bc.ca) or by calling CHF BC.
7. If furniture and appliance moving services are required, the Co-op shall ensure that members sign damage waivers.
8. Any necessary preparatory work not completed by the Co-op in a timely manner will be completed by the Supplier and billed to the Co-op in accordance with the Service Schedule in force at the time of billing.
9. All materials and labour are subject to applicable taxes.
10. The Federation does not, by providing its services under this Agreement warrant or guarantee the materials, services or workmanship of Supplier.
11. The Co-op agrees that no work will start until an authorized **Work Order/Estimate** is in place.
12. Cancellation Notice and Fees:
 - a. The co-op shall be responsible for notifying its members of scheduled installation times.
 - b. At least 48 hours' notice is required to cancel a scheduled flooring installation without penalty.

Cancellation Notice Received	Fees:
Between 48 and 12 hours prior to the scheduled installation time.	Materials costs*
Less than 12 hours' notice prior to the scheduled installation time.	Materials + labour costs*
Less than 12 hours' prior to scheduled installation but rescheduled to proceed within 60 days.	Labour costs*
More than 48 hours' notice prior to scheduled installation and rescheduled to proceed within 60 days.	\$0
*All costs will be charged as recorded on the approved work order.	