

# TOUCHSTREAM DIGITAL, INC.

Unit 2303 Atlanta Centre, #31 Annapolis St.  
Greenhills, San Juan  
Tel. No. (632) 661-4303 to 07  
Fax No. (632) 661-4303 to 07 loc. 115

## DEALER INFORMATION SHEET

### A. Company Data Registration

Business Name:		Year 1 <sup>st</sup> Registered:
Business Address:		
Trade Name:		
Delivery Address (Pls. fill-up this portion if 1 delivery location only):		
Delivery per branch? IF YES, PLS FILL UP LIST OF BRANCHES PAGE BELOW. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Nature of Business:	Total No. of Employees:	No. of Years in Operation:
Dealer Classification: <input type="checkbox"/> Corporate <input type="checkbox"/> Retail <input type="checkbox"/> Distributor <input type="checkbox"/> Others:		
Office Telephone No.:		Office Fax No.:
Office E-mail Address:		
Website:		
Name of Owner:		Contact No.:
Estimated Amount of Monthly Purchases:		

### B. Collection Information

Name of Contact Person for Collection:		
Billing Address (Pls. fill-up this portion if 1 delivery location only):		
Billing or Collection per branch? IF YES, PLS FILL UP LIST OF BRANCHES PAGE BELOW. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Type of Collection (Pls. check one): <input type="checkbox"/> Received Original Receipt Upon Delivery <input type="checkbox"/> Received Original Receipt Upon Collection <input type="checkbox"/> Original Receipts for Countering <input type="checkbox"/> Others: _____		
Collection Telephone No.:		Collection Fax No.:
Collection E-mail Address:		
Yahoo ID:	Other Messenger ID (if any):	
Countering Schedule if applicable (Day & Time):		
Collection Schedule (Day & Time):		

### C. For Provincial Clients Only

Preferred Forwarder:		
Forwarder Contact Person:		Forwarder Contact Number:
Forwarder Address:		

### D. Type of Company

Organizational Setup:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation
Company TIN No.:			
SEC Reg. No.:		Date Issued:	
DTI Reg. No.:		Date Issued:	
Office/Store Premises: <input type="checkbox"/> Rent <input type="checkbox"/> Owned			

Insured?:     Office     Store     Warehouse

Amount Capital (Sole Proprietorship):

Authorization Capital (Partnership or Corporation):

Subscribed Capital (Partnership or Corporation):

Paid Up Capital:

- Documents Required (Photocopy only):
- Company Profile
  - Business Permit
  - DTI Registration Certificate
  - BIR-2303 Certificate of Registration
  - S.E.C. Certificate w/ Articles of Incorporation & By-Laws
  - Latest S.E.C. - General Information Sheet (to be submitted every year)
  - Company Community Tax Certificate (to be submitted every year)
  - Bank Statement (for the past 6 mos.)
  - Latest Audited Financial Statement (with BIR Stamp) – to be submitted every year
  - Latest Proof of Billing of the Company (Electric Bill & Telephone Bill)
  - Two (2) Gov't issued ID of each signatories of checks, P.O., receiving of goods
  - List of Branches (If you have branches, please fill-up page below)

**E. Authorized Personnel to Sign Checks**

Name	Designation	Specimen Signature

**F. Authorized Personnel to Sign Purchase Order**

Name	Designation	Specimen Signature

**G. Authorized Personnel to Receive Goods**

Name	Designation	Specimen Signature

**H. Contact Information**

	Name	Direct Line / Mobile No.	E-mail Address	Date of Birth
President:				
General Manager:				
Sales Manager:				
Accounting Manager:				
Accounting Officer:				
Purchasing Manager:				
Purchasing Officer:				
Warehouse Manager:				

**I. Bank References**

Name of Bank/Branch Address	Contact Person	Tel. No.	Savings Acct. No.	Current Acct. No.	Remarks (For TDI use only)
1)					
2)					
3)					
4)					
5)					

**J. Primary Suppliers (I.T.-Related Industry. Purchased during the last 12 months)**

Name of Company	Contact Person	Tel. No.	Length of Business	Credit Terms	Credit Limit	Monthly Purchases	Remarks (For TDI use only)
1)							
2)							
3)							
4)							
5)							

**K. Products Carried (Brand & Category)**


**L. Delivery Schedule**

Day	Time

**Terms and Conditions:**

- Customer must fill-up Dealers Information Sheet and submit all required documents listed.
- New customers must pay in CASH or deposit their payment to TDI's account for their initial purchases. If payment is deposited, please fax validated deposit slip to the Credit and Collection Department ASAP for timely delivery. No proof of payment, no delivery.
- New customers who are requesting for credit terms must have at least 6 months of regular purchase to serve as basis for evaluation.
- Payment Terms in Postdated Check (PDC) must be issued upon delivery. No PDC, no item.

5. In case of bounced check, customers must immediately deposit cash or replace it with dated check to avoid problems in their account.
6. TDI will only accept checks from accounts listed in the **Bank Reference and Authorized Personnel to Sign Checks section**.
7. Delivery lead time depends on stock availability.
8. TDI requires purchase order printed in your company letterhead and signed by authorized signatories. Please indicate the following clearly: Purchase Order Date, Purchase Order No., Item Code, Item Description, Unit Price, Total Amount, Name and Signature of the Purchasing Officer, Delivery Address, Delivery Date (maximum of 15 working days after PO Date), and Special Remarks (optional).
9. Deliveries within Metro Manila are free of charge.
10. Provincial deliveries with freight charges are all freight collect.
11. TDI reserves the right to cancel orders but with prior notice
12. TDI is not responsible for any damage or loss once goods are already delivered to your requested forwarding/shipping company.
13. Any dispute in pricing must be informed within 24 hours after delivery; else TDI will no longer honor the price difference.
14. Sales return of good units is only allowed within 7 working days after delivery; else TDI will no longer accept the returned units.
15. Customers with credit terms are encouraged to pay on time. Once customers exceed their credit limit, they are advised to pay the new order transaction in full and in cash.
16. All products supplied by TDI are under warranty. Warranty period depending on the vendor's dictated warranty conditions.
17. Defective items must immediately be returned to TDI. Items that are approved as RMA will be given a Credit Memo.
18. Price Adjustments due to price change, discounts, marketing funds, rebates, and defective sales return, will only be honored once there is a Credit Memo (CM). Strictly no CM No., no deductions can be made.
19. TDI has the right to change the terms and conditions without prior notice.
20. All sales are final.

- **NOTE: Please notify us immediately for any changes via Formal Letter (e.g. Changes in Company Name and Address, Authorized Personnel to Sign Checks & P.O.).**
- **Please provide photocopy of updated TIN / VAT Registration, S.E.C. Certificate w/ Articles of Incorporation & By-Laws, S.E.C. - General Information Sheet, Business Permit, DTI Registration Certificate.**

I certify that all the information provided above is true and correct. I hereby authorize Touchstream Digital, Inc. to perform the necessary credit investigation of the above information.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

**For use by Touchstream Digital, Inc.:**

**SALES**

Date: \_\_\_\_\_

Name/Signature: \_\_\_\_\_

**GM**

Date: \_\_\_\_\_

Signed By: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

Account For: \_\_\_\_\_

Credit Limit: \_\_\_\_\_

Account Location: \_\_\_\_\_

Remarks: \_\_\_\_\_

**C&C**

Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Recorded By: \_\_\_\_\_

**LIST OF BRANCHES:**

<b>Branch/Store Name</b>	<b>Address of Branches / TIN No.</b>	<b>Contact Person</b>	<b>Direct Line/Mobile No.</b>	<b>E-mail Address</b>
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
15)				