



NEW ACCOUNT CHECKLIST

Potential new customers must be provided with the following documents:

- New Account Application
- Standard Terms & Conditions
- MAP Policy
- Return Policy
- Sales Channel Policy
- Image Release
- Multi Jurisdiction Resale

Before Glamory Hosiery will set up a new customer account, every single one of the following documents must be provided to Glamory Hosiery's Customer Service Department:

- Completed and signed New Account Application This provides us with needed contact and business information to verify the account.
- Completed Sales & Use Tax Exemption (a.k.a. Resale Certificate) The attached multistate forms can be used for the states listed. Local state forms can always be used instead. For states that do not have sales tax, note that on the multistate form. In every case, please also provide a copy of the Resale Certificate if possible.
- Signed Acknowledgment of Receipt of Policies This ensures that the customer is familiar with our policies.
- A Copy of Applicant's Business Permit We need this to verify corporate legal status and business type. In states that do not issue permits, other official records showing the type of business are acceptable.

Please allow two (2) business days for new accounts to be entered into the system after all of the above documentation has been submitted.