



## WHOLESALE PROTOCOL

**Contact:** David Williamson, 281-703-2931  
dlw.wtf@me.com  
David Pounds, 832-928-5634  
jdpounds@me.com

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### I. Who may purchase at wholesale prices?

Individuals and companies providing landscaping services, resale of landscape materials, or acquiring material for farm use, are eligible to purchase at wholesale pricing.

Other businesses requesting wholesale pricing will be considered on an individual basis.

### II. What is our application process?

You may apply in person (with an appointment), or submit our application via FAX or e-mail

Individuals and companies meeting the above criteria must successfully complete our Wholesale Authorization application process by:

#### A. Completing our Wholesale Authorization Form

A new Wholesale Authorization form must be completed and submitted when there is a change within the company (e.g. new check signer, new address, and etc.)

#### B. Providing legible copies of:

##### 1. Three forms of Company ID.

Agricultural license, company check, business credit card, business card, advertising copy, and logo on vehicles are examples of Company ID.

#### C. Businesses requesting sales tax exemption must provide a legible copy of their current and active tax exempt certificate, Form 01-339 Texas Sales & Use Tax Certificate, issued in the name of the business making the purchase.

### III. What is our wholesale pricing disclosure policy?

- A. Wholesale pricing is provided only to registered wholesale clients.
- B. Faxed or e-mailed price inquiries must be submitted on company letterhead.
- C. Price inquiries made by telephone will be answered at our discretion.

### IV. What are our terms of payment?

#### A. Payment is due in full at time of purchase.

- Sales tax is charged on all orders, unless your Form 01-339 Texas Sales & Use Tax Certificate is on file with us. **WITHOUT IT, YOU WILL BE CHARGED SALES TAX...NO EXCEPTIONS.**
- A 15% freight charge (\$50.00 minimum) will be added for material ordered from Williamson Tree Farm, Inc. and delivered to RCW Nurseries, Inc. for pickup.

#### B. Cash, company check, and credit cards are accepted.

#### C. If paying by check, the signer must be listed on the Wholesale Authorization form.

- Your customer's check will not be accepted as payment.
- No checks will be held.
- All returned checks will be assessed a \$30.00 fee.
- Bad checks will be immediately filed with the District Attorney.

County Road 201  
Plantersville, TX 77363  
Tel: 936-894-2279  
FAX: 936-894-2748  
Hours By Appointment



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### V. What are our ordering and pickup policies?

- A. Telephone orders will be accepted at our discretion.
- B. Faxed or e-mailed orders must be submitted on company letterhead.  
We will confirm the available quantity and quality of plant material.
- C. All orders must be picked up by within one (1) day of the requested delivery date.  
A 15% restocking fee will apply to all orders that are pulled and not picked up.
- D. You may order plants for delivery to RCW Nurseries, Inc. for pick-up.

**Address:** 15809 Tomball Parkway  
Houston, TX 77086

**Telephone:** 281-440-5161

**Contact:** Mary Cummings

**Wholesale Hours:** Monday – Friday, 8:00 a.m. – 12:00 p.m.

We regularly deliver plant material to RCW Nurseries, Inc. on Thursday evenings. Orders can be made for delivery to RCW Nurseries, Inc. on other weekdays. These orders must be submitted to us no later than noon on the day of delivery. Orders must be picked up no later than noon the following day.

In all cases, a 15% freight charge (\$50.00 minimum) will be added to the order.

### VI. Additional Information

- A. To avoid any inconvenience, please make an appointment when you want to visit Williamson Tree Farm, Inc.

We do not have the resources to accommodate unannounced visits.

- B. Please be discreet when picking up your order at RCW Nurseries, Inc.

RCW Nurseries, Inc. is open to the general public, and the displayed pricing is retail. They do not want retail customers knowing your discount. Billing your client at RCW Nurseries, Inc.'s retail prices is a common practice.

**WHOLESALE AUTHORIZATION FORM**  
(THIS IS NOT A CREDIT APPLICATION)  
Telephone: 936-894-2279 FAX: 936-894-2748

**Williamson Tree Farm, Inc.**  
County Road 201  
Plantersville, TX 77363

**Contact:** David Williamson, dlw.wtf@me.com  
David Pounds, jdpounds@me.com

**PLEASE PRINT**

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

Application Reason: New \_\_\_\_\_ Company Change \_\_\_\_\_

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

Type of Company: Corporation \_\_\_\_\_ Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_

Business Classification: Builder/Developer \_\_\_\_\_ Interiorscape \_\_\_\_\_ Institution \_\_\_\_\_ Landscape Architect \_\_\_\_\_  
Landscape Contractor \_\_\_\_\_ Retail \_\_\_\_\_ Other (describe): \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**Owner(s)/Officer(s): PLEASE PRINT**

1. Name - Title: \_\_\_\_\_

Residence Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellular No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

2. Name - Title: \_\_\_\_\_

Residence Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellular No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

3. Name - Title: \_\_\_\_\_

Residence Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellular No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Authorized Check Signers:**

1. \_\_\_\_\_

Print Name

Signature

Drivers License#: \_\_\_\_\_ DOB: \_\_\_\_\_

2. \_\_\_\_\_

Print Name

Signature

Drivers License#: \_\_\_\_\_ DOB: \_\_\_\_\_

3. \_\_\_\_\_

Print Name

Signature

Drivers License#: \_\_\_\_\_ DOB: \_\_\_\_\_

Attach three forms of Company ID. [e.g. Agricultural license, company check, business credit card, business card, advertising copy, and/or company logo on vehicle(s).]

Attach a legible copy of your current and active Form 01-339 Texas Sales & Use Tax, if you are requesting exemption from sales tax. Without it you will be charged sales tax on your order. **NO EXCEPTIONS.**



OFFICE USE:	TDL	RESALE	VEHICLE LOGO
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Revised: March, 2012

## TEXAS SALES AND USE TAX RESALE CERTIFICATE

Name of purchaser, firm or agency as shown on permit	Phone (Area code and number)											
Address (Street & number, P.O. Box or Route number)												
City, State, ZIP code												
Texas Sales and Use Tax Permit Number (must contain 11 digits)												
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>												
Out-of-state retailer's registration number or Federal Taxpayers Registry (RFC) number for retailers based in Mexico												
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;"></td> </tr> </table> (Retailers based in Mexico must also provide a copy of their Mexico registration form to the seller.)												

I, the purchaser named above, claim the right to make a non-taxable purchase (for resale of the taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased on the attached order or invoice:


Description of the type of business activity generally engaged in or type of items normally sold by the purchaser:

The taxable items described above, or on the attached order or invoice, will be resold, rented or leased by me within the geographical limits of the United States of America, its territories and possessions or within the geographical limits of the United Mexican States, in their present form or attached to other taxable items to be sold.

I understand that if I make any use of the items other than retention, demonstration or display while holding them for sale, lease or rental, I must pay sales tax on the items at the time of use based upon either the purchase price or the fair market rental value for the period of time used.

*I understand that it is a criminal offense to give a resale certificate to the seller for taxable items that I know, at the time of purchase, are purchased for use rather than for the purpose of resale, lease or rental, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

 Purchaser	Title	Date
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