

Dear Prospective Customer:

Thank you for your interest in doing business with Allied Supply! We are a wholesale business selling ONLY to professional technicians at music stores, and repair shops since 1967. As a wholesaler, we require a certain amount of documentation before we send you our catalog. The first hurdle is adequately proving to us that you are a *professional* band instrument repair technician, not a hobbyist.

We accept any of the following as acceptable “proof” that you are a professional technician:

- Copy of your resale permit issued by your home state;
- Copy of your federal tax ID issued from the IRS with your business name
- Copy of a recent invoice to your customer, with your business name & address (preprinted not handwritten)
- Copy of a yellow page ad or a voided business check
- Copies of invoices from music industry wholesalers with YOUR business name & address

School districts can obtain catalogs and buy repair supplies if we receive a letter from your business agent stating that your district/school does have a repair shop and employs a FULL-TIME technician.

As a wholesaler, we do not collect sales tax; therefore, we are required to have on file a Wisconsin Sales & Use Tax Exemption Certificate form from all of our customers (yes, even the ones not in the great State of Wisconsin and the ones not in the U.S.). We are attaching a copy of this form pre-filled with OUR information. You must enter the following on this form –

- At the top of page one “Your purchasers’ business name and address”
- If you are not located in Wisconsin, check the very last box on the form and indicate that on the lines provided. If you are a Wisconsin business, fill in the appropriate exemption, most of our customers are resale (enter valid sellers permit #), some are manufacturers, others are governmental units and some sell to “other” entities that collect sales tax or are exempt (see items 3 & 4 under “other”, (your customers must be listed).
- Finally, you **MUST sign at the bottom of page two.**

We will NOT ship any orders until this sales tax exemption is on file, we will maintain it on file for all future orders. We prefer you email this documentation to us at:

[accountsreceivable@alliedsupplycorp.com](mailto:accountsreceivable@alliedsupplycorp.com) or you may fax to 262-723-2051.

Once you provide all of this information, we will set up your account as quickly as possible! We know that is isn't exactly *easy* to open an account with us, however, there are lots of reasons to go to the trouble. We know our team is the best in the business, and they will take very good care of you. You will find our catalog is more than just a listing of 10,000+ unique parts and is far more useful than you are expecting. We work very hard to take care of the entire band instrument repair industry, by innovating, by keeping over a million parts on hand (lots of parts that you can't find anywhere else), and maybe best of all, we will never compete with our customers because we won't do business with just anyone. If you are a hobbyist and don't qualify as a customer, feel free to contact us, we have over 3,500 customers in almost 50 countries, we can point you in the direction of a professional that would love to do business with you.

Thanks again for your interest, we hope one way or another you have an Allied part in your hands soon!

*Tom Getzen*

Tom Getzen, President

**Allied Supply Corp.**