



The Industry Voice for Workplace Solutions

SUPPLIER MEMBERSHIP

Dear Prospective Member:

We appreciate your interest in the BIFMA organization. Please contact us if you need further information or have questions that are not answered either with this or other communications that you have received.

Following this page is the application form for supplier membership in BIFMA. Please complete the entire form and submit with your payment to:

BIFMA International
678 Front Ave., NW Suite 150
Grand Rapids, MI 49504-5368

If your company system requires an invoice document in order to initiate payment, please contact our office at:

Phone - 616-285-3963, or
Fax - 616-285-3765, or
Email - email@bifma.org

Thank you.



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SUPPLIER MEMBERSHIP APPLICATION

The undersigned firm agrees to become a Supplier member of the Business and Institutional Furniture Manufacturer's Association (BIFMA) and to pay one full year's dues, based on the BIFMA Dues Schedule on the reverse side. Dues cover a twelve (12) month period, commencing with the acceptance date of the application by BIFMA. Membership services begin upon receipt of payment.

Date: _____ Firm Name: _____

We are suppliers of the following: (general product line description)

Our manufacturing facilities are located at:

Street Address and/or PO Box (_____) Telephone Number

City, State, Zip Code (_____) Facsimile Number

Internet: _____

Firm's Dues Category: _____ (Based on the most recent calendar/fiscal year's volume.)

Submitted By: _____
Signature Title

Firm's BIFMA Representative:

Name Title

Mailing Address (if different from above) (_____) Telephone Number

email: _____

City, State, Zip Code (_____) Facsimile Number

FOR BIFMA USE ONLY

Membership Effective Date: _____
Accepted by: _____

Signature Date



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Supplier Membership Dues Policy

- “Supplier Member” dues are based upon a component supplier’s annual volume of business with manufacturers of office, business and institutional furniture, including ready-to-assemble and home office furniture.
- A Member Company is considered to be all affiliated companies controlling, controlled by, under common control, or under the collective membership of the Member Company. The appropriate dues category is based upon the total aggregate shipments of the Member Company and all of its affiliates.

Supplier Dues Schedule

<u>Annual Business Volume</u>	<u>Supplier Dues Category</u>	<u>Annual Dues Amount</u>
Less than \$2 million	A	\$1,340
Between \$2 and \$100 million	B	\$2,225
Over \$100 million	C	\$3,340

Billing Procedure

- Annual membership dues cover BIFMA’s fiscal year, from June 1 through May 31 of the following year.
- A company can join the association at any time during the association’s fiscal year. All new members pay for a full year of dues on the date they join, followed by an interim billing on their 1-year anniversary date based on the months left to the next fiscal year schedule beginning on June 1. Thereafter, membership renewal billings cover the regular fiscal year.
- Membership dues may be tax deductible as an ordinary and necessary business expense. BIFMA International estimates that 10% of your dues are not deductible as a business expense because of lobbying activity.