



Workroom Association Of America, LLC



*Workroom
Association
of America LLC*

Member Benefit Packet



Workroom Association of America

802 N. Robinson Drive
Waco, TX 76706
254-662-4021

254-662-5478 FAX

www.workroomassociation.com

Dear Workroom Association Member,

Welcome to the Club! We have worked very hard to bring you the best benefits that we can find to help you build your workroom business and realize your full potential as a workroom owner. Included in the Membership Packet you will find forms provided to access your Workroom Association of America benefits.

In order to provide benefits with maximum efficiency, we ask that you use the enclosed forms to access your benefits. Please make as many copies as you need of the forms and fax requests to our offices at 254-662-5478.

We do maintain contact with members by email at leah@workroomassociation.com, and you may call us at 254-662-4021. Please feel free to contact us if you have any questions about your benefits. Our staff will be happy to assist you in any way. Enjoy your success as we work together for a bright future for the workroom industry.

Respectfully,

Mary Ann Plumlee

Mary Ann Plumlee, Founder & CEO
maryann@workroomassociation.com
Workroom Association of America LLC



Workroom Association Of America, LLC

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Workroom Association Of America, LLC

“Common Account Program”

Member Benefit Packet

Common Account Program Description

READ INSTRUCTIONS CAREFULLY!

Workroom Association of America LLC members may access the following vendors. This is a growing and evolving list as well as a growing and evolving program. We will update you when changes are made to the list and to this program. In order to process this benefit, **use the order form on page 6** and fax to the Workroom Association office at 254-662-5478.

For a list of products/vendors that are available to WAOA members, view our Benefit Quick Reference Guide on pages 10-12.

IMPORTANT INSTRUCTIONS: In order to purchase through the Common Account Program, you MUST, fax, mail, or email the Blanket Exemption Certificate (page 9) and the Credit Application (page 7) along with the order form to our offices at 254-662-5478 (FAX), 802. N. Robinson Drive, Waco, TX 76706 (MAIL), or email to leah@workroomassociation.com. These forms MUST BE ON FILE in order to purchase tax exempt for resale.

PASSWORDS ARE NOT GIVEN UNTIL PROPER PAPERWORK IS ON FILE. PASSWORDS ARE CONFIDENTIAL AND NOT TO BE SHARED. CALL OUR OFFICE FOR PASSWORDS TO ONLINE COMMON ACCOUNTS.

Common Account Program Order Form

Blanket Exemption Certificate is on page 9.

CALL THE OFFICE FOR PASSWORDS TO ONLINE COMMON ACCOUNTS.

Name: _____

Company Name: _____

Shipping Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Website: _____ Email: _____

Please charge the following credit card:

_____ MasterCard

_____ Visa

_____ American Express

Name on Card: _____

CID #: _____ Expiration Date: _____

Credit Card Number: _____

Signature: _____

Sales Tax Number: _____

ORDER INFORMATION:

Please fill out one form for each Benefit Quick Reference Company you need to order from.

FABRIC SUPPLIER: _____

PATTERN: _____

COLOR: _____

CUTS: _____

YARDAGE: _____

Terms and Conditions: Members must agree to abide by the terms and conditions of individual suppliers when ordering. Workroom Association may not be able to cancel orders without incurring charges. Orders will be placed by fax to the supplier.

_____ I have read the Terms and Conditions and agree to abide by these rules.

_____ I agree not to share the Common Account Benefits and passwords with any nonmembers.

_____ I agree to be liable for all applicable sales taxes on purchases.

Signed by: _____

Fax Form to Workroom Association of America LLC at 254-662-5478.

Mail Form to Workroom Association of America LLC, 802 N. Robinson Drive, Waco, TX 76706.

For more information, call 254-662-4021.

Common Account Program Credit Application

This two-page application must be filled out and included with the Blanket Exemption Certificate found on page 9 and the Common Account Order Form found on page 6.

NBCE Universal Credit Application For _____

(Vendor)

Date _____

New

Update

Commercial Account Credit Application

Name of Business _____

Corporation LLC Partnership Sole Proprietorship

Address _____

City _____ State _____ Zip Code _____

Business Phone _____

Fax # _____

E-mail _____

Billing Address _____

For Office Use Only

Account No. _____

Credit Guideline _____

Date _____

Credit Code _____

Initials _____

Complete this section only if business is Sole Proprietorship or Partnership

1. Name _____

Home Address _____

City _____ State _____ Zip Code _____

Social Security # _____ Home Phone _____

2. Name _____

Home Address _____

City _____ State _____ Zip Code _____

Social Security # _____ Home Phone _____

Complete this section, only if business is Incorporated or LLC

OFFICERS

1. Name _____ Title _____

2. Name _____ Title _____

3. Name _____ Title _____

Sales Tax Exempt # _____

(Attach Certificate)

In Business Since _____

Type of Business _____

Federal I.D. # _____

Is Subsidiary _____

Name of Parent Co. _____

Address _____

Banking Checking- Loans

Bank _____

Address _____

Account No. _____

Phone _____

Officer or Manager Handling Account

Trade References

Name _____

Address _____

Phone _____ Account # _____

Name _____

Address _____

Phone _____ Account # _____

Name _____

Address _____

Phone _____ Account # _____

credit application continued on page 10

Common Account Program Credit Application (page 2)

This two-page application must be filled out and included with the Blanket Exemption Certificate found on page 9 and the Common Account Order Form found on page 6.

Credit Card

Do you desire to charge your purchases on your Credit Card? Yes No

BY CHECKING YES, ALL INVOICES WILL BE CHARGED TO YOUR CREDIT CARD

If yes, please complete the following

Type Credit Card _____ Account # _____ Expiration Date _____

3 or 4 digit Code _____ Card in name of _____

Address of cardholder _____

City _____ State _____ Zip Code _____

This agreement provides for a credit sale to _____ of merchandise and services for business use.
(Name of your Company)

Authorized Card Users

CREDIT AGREEMENT

- 1 - The information furnished on this application is submitted for the purpose of obtaining credit, and I understand that this information will be relied on for the extension of credit. I hereby certify that the information is true, correct and complete.
2. Vendor is authorized to investigate my company's credit record and report to the proper persons and bureaus the performance of this agreement.
3. The Standard Terms for invoices are net 30 days from the date of invoice. Other specialized terms may be available based on products and/or quantities purchased.
4. Vendor will furnish an invoice for any goods purchased on this account.
5. Upon default of the terms of this agreement, Vendor may declare my existing balance due and payable. Upon default of payment terms, may charge up to 25% for attorney fees and collection costs for which we assume liability.
6. Interest will be charged at the rate of one and one half percent per month on past due amount.

_____ Date



_____ By (Officer or Owner) **Please sign**

_____ Please Sign

Please Sign

_____ By (Officer or Owner) **Please print**

The undersigned individual who is either a principal of the credit applicant or a sole proprietorship of the credit applicant, recognizing that his or her individual credit history may be a factor in the evaluation of the credit history of the applicant, hereby consents to and authorizes the use of a consumer credit report on the undersigned by the above named business credit grantor, from time to time as may be needed, in the credit evaluation process.

Guaranty

For value received and to induce Vendor to extend credit to the applicant(s), the Guarantor hereby warrants and unconditionally guarantees to Vendor the full payment when due of all indebtedness, obligations and liabilities of customer to Vendor, including finance charges applicable thereto, now existing or hereafter created or arising, even if such indebtedness is in excess of the credit line. Guarantor further agrees to pay all expenses including court cost and attorney and or/ collection service fees paid or incurred by Vendor in pursuit of collecting such indebtedness or any part thereof or enforcing this guaranty.

This Guaranty shall be enforceable before or after proceeding against Customer, or simultaneously therewith and without resort to any security.

The incorporation, merger, reorganization or sale of the Customer's business shall not operate as a termination of this guaranty, and the guaranty shall continue as to credit extended to such other entity.

This guaranty shall remain in full force and effect until Vendor has received notice of cancellation. Any such notice shall not affect the obligation of Guarantor to pay all sums when due by the Customer and/or Guarantor.

The Guaranty is enforceable against the undersigned Guarantor(s) whether or not the signatures are witnessed.

_____ WITNESS

_____ DATE

_____ GUARANTOR

_____ WITNESSES

_____ DATE

_____ GUARANTOR PAGE 2 of 2

Workroom Association of America LLC — Credit Application Blanket Exemption Certificate — Multi-State

The undersigned Purchaser certifies that the property or services described below, which will be purchased through Workroom Association of America LLC, is exempt from sales and use taxes in the states listed on this form in which delivery or performance or said purchase will be made for the following reason. Check applicable block:

- Material for resale Purchaser is a non-profit organization
- Material for processing and becoming a component part of tangible property to be resold
- Other authorized exemption (specify): _____
- We do not claim exemption as we pay tax at source.

Insert business name and address in space below:

IMPORTANT!

Dealer: Insert your tax rate here: _____%

Description of purchased articles: _____

Purchaser understands and agrees that if the purchase made under this certificate is used other than as stated above or for any purpose which would not exempt the sale within any of the designated tax jurisdictions, he becomes liable for the tax thereon and will pay such tax directly to the appropriate tax jurisdiction.

With regard to “drop shipment orders”, Purchaser further understands and agrees that this exemption certificate is not applicable to any purchase whereby Workroom Association of America LLC will invoice Purchaser for the sales and use tax at the statutory rate imposed by the ship-to-jurisdiction, unless the Purchaser registers and submits a properly completed exemption certificate with respect to the ship to location (thereby exempting Workroom Association of America LLC as the accommodation manufacturer and shipper) and forwards such third party exemption certificate to the address stated below. Purchaser agrees that he will notify Workroom Association of America LLC as to each and every purchase order not exempt under this certificate.

Purchaser: _____ Signed: _____
 Address: _____ Title: _____
 _____ Date: _____

EXEMPTION, DIRECT PAYMENT PERMIT, OR REGISTRATION NUMBERS

Please insert your number in the following tax jurisdiction in which you are registered for sales and/or use tax purposes:

AK _____	IL _____	NE _____	SC _____
AL _____	IN _____	NV _____	SD _____
AZ _____	IA _____	NH _____	TN _____
AR _____	KS _____	NJ _____	TX _____
CA _____	KY _____	NM _____	UT _____
CO _____	LA _____	NY _____	VT _____
CT _____	ME _____	NC _____	VA _____
DE _____	MD _____	ND _____	VI _____
DC _____	MA _____	OH _____	WA _____
FL _____	MI _____	OK _____	WV _____
GA _____	MN _____	OR _____	WI _____
GU _____	MS _____	PA _____	
HI _____	MO _____	PR _____	

WAOA Common Account Program Quick Reference

Account Name	Discounts Available	How to Order
Fabric		
Ado		Email or Fax Your Order to WAOA
Anna French		Email or Fax Your Order to WAOA
Architex		Email or Fax Your Order to WAOA
Arco Fabrics Co. of Texas		Email or Fax Your Order to WAOA
Avon Fabrics Inc.		Email or Fax Your Order to WAOA
Bonavista USA		Email or Fax Your Order to WAOA
Brunschwig & Fils		Email or Fax Your Order to WAOA
Burch Fabrics Group		Email or Fax Your Order to WAOA
Carole Fabrics	15% below Wholesale	Order online: email WAOA for username and password
Cassaro		Email or Fax Your Order to WAOA
Cassidy West Hardware	5% below Wholesale	Call Mark at Designer Resource (973-894-3155) Provide your member card.
Christopher Norman		Email or Fax Your Order to WAOA
Cowtan & Tout		Email or Fax Your Order to WAOA
Creation Baumann		Email or Fax Your Order to WAOA
Creative Fabrics		Email or Fax Your Order to WAOA
Decortex		Email or Fax Your Order to WAOA
Duralee	10% below Wholesale	Order online: email WAOA for username and password
Eastern Accents		Email or Fax Your Order to WAOA
F. Schumacher & Co.		Email or Fax Your Order to WAOA
Fabricade, Inc.		Email or Fax Your Order to WAOA
Fabricut	10% below Wholesale	Order online: email WAOA for username and password
Folia		Email or Fax Your Order to WAOA
Gabe Humphries		Email or Fax Your Order to WAOA
Gaston y Daniela		Email or Fax Your Order to WAOA
Gramercy Fabrics		Email or Fax Your Order to WAOA
Greenhouse Fabrics	10% below Wholesale	Provide you membership card to vendor.
Greff		Email or Fax Your Order to WAOA
Highland Court		Order online: email WAOA for username and password
Holly Hunt		Email or Fax Your Order to WAOA
Houles		Email or Fax Your Order to WAOA
Interior Design Collection		Email or Fax Your Order to WAOA
J.F. Fabrics, Inc.	5% below Wholesale	Call Mark at Designer Resource (973-894-3155) Provide your member card.
Jagtar		Email or Fax Your Order to WAOA
Kaslen Textiles		Email or Fax Your Order to WAOA
Kasmir Fabrics	5% below Wholesale	Email or Fax Your Order to WAOA
Kast Fabrics	15% below Wholesale	Order online: email WAOA for username and password
Kirk Brummel		Email or Fax Your Order to WAOA
Kravet	10% below Wholesale	Order online: email WAOA for username and password

Page 2
Common Accounts

Lee Jofa		Order online: email WAOA for username and password
Magnolia Fabrics		Email or Fax Your Order to WAOA
Maxwell Fabrics	5% below Wholesale	Call Mark at Designer Resource (973-894-3155) Provide your member card.
Mayland Court		Email or Fax Your Order to WAOA
Meyer Drapery Services, Inc.		Email or Fax Your Order to WAOA
Michael Jon Designs		Email or Fax Your Order to WAOA
Michael's Textiles Co., Inc.	5% below Wholesale	Call Mark at Designer Resource (973-894-3155) Provide your member card. (See footnote 1)
Moda United Notions		Email or Fax Your Order to WAOA
Novo Mondo	3% below Wholesale	Call Reliable Fabrics (800-682-4567) Provide your member card.
P/K Lifestyles		Email or Fax Your Order to WAOA
Peters & Bauer, Inc.		Email or Fax Your Order to WAOA
Pierre Deux		Email or Fax Your Order to WAOA
Pindler & Pindler, Inc.		Email or Fax Your Order to WAOA
Plumridge Silks	3% below Wholesale	Email or Fax Your Order to WAOA
Quadrill		Email or Fax Your Order to WAOA
Ralph Lauren		Email or Fax Your Order to WAOA
Redford House		Email or Fax Your Order to WAOA
Reliable Fabrics	5% below Wholesale	Call Reliable Fabrics (800-682-4567) Provide your member card.
RM CoCo		Email or Fax Your Order to WAOA
Robert Allen	10% below Wholesale	Order online: email WAOA for username and password
S. Harris		Order online: email WAOA for username and password
Scalamandre		Email or Fax Your Order to WAOA
Silver State		Email or Fax Your Order to WAOA
Skandia Window Fashions		Email or Fax Your Order to WAOA
Sorrento House of Fabrics, LLC		Email or Fax Your Order to WAOA
Stout	5% below Wholesale	Call Mark at Designer Resource (973-894-3155) Provide your member card.
Stroheim & Romann, Inc.		Email or Fax Your Order to WAOA
Tapestria	5% below Wholesale	Call Mark at Designer Resources (973-894-3155) Provide your member card.
Tempo Upholstery & Drapery Fabrics, Inc.		Email or Fax Your Order to WAOA
Thibaut	5% below Wholesale	Email or Fax Your Order to WAOA
Trend	10% below Wholesale	Order online: email WAOA for username and password.
Vervain		Order online: email WAOA for username and password
Waverly		Email or Fax Your Order to WAOA
Footnote 1. Does not include Book 1294, 1295 or lining.		
Furniture		
Ballard Designs		Email or Fax Your Order to WAOA
Chervan Furniture		Email or Fax Your Order to WAOA
TCS Design		Email or Fax Your Order to WAOA
Hard Coverings		
Blitmore Shutters	Free Dealer Pack	Call Dan Draper (602-254-4464) Provide your member card.
Comfortex Window Fashions		Email or Fax Your Order to WAOA
Legacy Blinds		Call Debbie Moates (573-434-0193) Provide your member card.

Common Accounts

Page 3

Polar Shades	Competitive Pricing	Email or Fax Your Order to WAOA
US Window Fashion Supply		Email or Fax Your Order to WAOA
Hardware		
Antique Drapery Hardware		Email or Fax Your Order to WAOA
Drapery Hardware Supply		Email or Fax Your Order to WAOA
Finial Company Hardware	3% below Wholesale	Call Reliable Fabrics (800-682-4567) Provide your member card.
Gaby's Shoppe		Email or Fax Your Order to WAOA
Gould Hardware	5% below Wholesale	Call Mark at Designer Resource (973-894-3155) Provide your member card.
Heiser Brothers	Free sample offer	Email or Fax Your Order to WAOA
House Parts, Inc.		Email or Fax Your Order to WAOA
Hunter Douglas		Email or Fax Your Order to WAOA
King Architectural		Email or Fax Your Order to WAOA
Kirsch Hardware	10% below Wholesale	Call Mark at Designer Resource (973-894-3155) Provide your member card.
Kravet		Order online: email WAOA for username and password.
KS Hardware	3% below Wholesale	Call Reliable Fabrics (800-682-4567) Provide your member card.
La Finial	10% below Wholesale	Call Tammi LeNair (717-733-2463)
Nottingham Custom Woods	3% below Wholesale	Call Reliable Fabrics (800-682-4567) Provide your member card.
Paris Texas Hardware	10% below Wholesale	Call Mark at Designer Resource (973-894-3155) Provide your member card.
Select Hardware		Email or Fax Your Order to WAOA
United Supply Company		Email or Fax Your Order to WAOA
Vesta		Email or Fax Your Order to WAOA
Williamson Supply		Email or Fax Your Order to WAOA
Zabala	3% below Wholesale	Call Reliable Fabrics (800-682-4567) Provide your member card.
Zina Metal Hardware	3% below Wholesale	Call Reliable Fabrics (800-682-4567) Provide your member card.
Motorization		
BTX Window Automation	Below Wholesale	Discount varies. Call Mary Ann at WAOA
Somfy Systems	10% Below Wholesale	Show your member card to your Somfy representative
Trims		
Award Trims	5% below Wholesale	Email or Fax Your Order to WAOA
Barnel		Email or Fax Your Order to WAOA
Brimar	5% below Wholesale	Call Mark at Designer Resource (973-894-3155) Provide your member card.
Brunschwig & Fils		Email or Fax Your Order to WAOA
Carole Fabrics	7.5% below Wholesale	Email or Fax Your Order to WAOA
D'Kei, Incorporated		Email or Fax Your Order to WAOA
Workroom Supplies		
Alan Richard Textiles, Ltd.	5% below Wholesale	Show your membership card to Alan Richard Textiles (800-441-6248)
Angel's Distributing	Best Pricing	Show your membership card to Ralph at Angel's (800-450-9368)
Conso Workroom Supplies	5% below Wholesale	Call Mark at Designer Resource (973-894-3155) Provide your member card.
Draw Matic Products	5% off	Call Unique Expressions (877-516-4677) Provide your member card.
Hobbs Bonded Fibers		Email or Fax Your Order to WAOA
Install Solutions, LLC	Discount Available	Call Mark Walowitz (203-452-8094) Provide your member card.
JoDee's, Inc (Seelah Tape)	Discount Available	Call Dee Waddell (888-888-1899 or jodeesinc@yahoo.com) Provide member card.
Keelon Supply Company		Email or Fax Your Order to WAOA

Common Accounts

Rollase Direct		Call Russell Ehrlich (913-642-1183) Provide your member card.
Textol Systems Inc.	5% below Wholesale	Call Textol (201-935-1220) Provide your member card.
Williamson Supply (workroom supplies only)	5% off	Call Williamson Supply (800-392-4341) Provide you member card.
Zipper Lady	10% off	Call Zipper Lady (970-224-5566) Provide your member card.
Other		
Decorate Wow	Free first year listing	Go to www.decoratwow.com/waa
Diamond Carpet, Inc		Email or Fax Your Order to WAOA
Eastman Machine Co.		Email or Fax Your Order to WAOA
eYarder.com	Discount Available	Contact Chris Lopresti at www.eyarder.com
Kern-Tex (workroom services)	Special price \$8.50/cut	Call Ed Gold at Kern-Tex (972-241-1101)
Platinum Designer Rugs		Email or Fax Your Order to WAOA
SBI Fire Fabric Finishings		Email or Fax Your Order to WAOA
Sloan Machinery	Best Pricing	Call Sam Sloan (978-388-8547) Provide your member card.
Smithson Quilting	5% discount	Call Chris Smithson (910-692-2571) Provide your member card.
Staples Business Advantage	Discounted Price	Email WAOA
Email: leah@workroomassociation.com		
Fax: 254-662-5478		
WAOA will require a copy of the Blanket Exemption Certificate, found in the Benefit Package, before an order is placed.		



Workroom Association Of America, LLC

“CK Lift System”

Member Benefit Packet



ORDER FORM

Fax : 254-662-5478
 Mail Form: 802 N. Robinson Drive
 Waco, TX 76706
 Email: leah@workroomassociation.com

Name: _____ WAOA Member #: _____

Shipping Address: _____

City: _____ State: _____ Zip Code: _____

Quantity	Window Height	Your system height will be:	Color (Brown/white)	Cost per system	Total
	Sample Kit	3' x 3'		\$55.00	
	35" – 40"	34"		\$55.00	
	41" – 46"	40"		\$57.50	
	47" – 52"	46"		\$60.00	
	53" – 58"	52"		\$62.50	
	59" – 64"	58"		\$65.00	
	65" – 70"	64"		\$67.50	
	70" +	70"		\$70.00	

- You can install your system to fit a window ranging to a maximum of 48" wide.
- Our systems come in standard sizes. Any extra inches of window height that are not covered by the track will be covered by the stack of your shade.

Please charge the following credit card:

MasterCard
 American Express
 VISA
 Discover

Name on Card: _____

Credit Card Number: _____

Expiration Date: _____ CID #: _____

Sales Tax Number: _____

Signature: _____ Date: _____



Workroom Association Of America, LLC





Workroom Association Of America, LLC

“Prescription Savings Card”

Member Benefit Packet

Prescription Discount Card



The card above is only a SAMPLE. Your RxCut Prescription Discount Card will be mailed to you when you join WAOA.

The FREE TO WAOA MEMBERS RxCut® Plus Equalizer Prescription Discount Program GUARANTEES that cardholders are receiving the absolute lowest possible price on their generic prescriptions; whether it's the insurance copayment, the pharmacy retail price, or the RxCut® Plus price. The RxCut® Plus price on 21 of the 25 most frequently processed generic medications is less than an insurance copay of \$10 or more.

Free For All®, Inc. is concerned about the rising healthcare costs affecting all those across our Country and we are offering FREE access to savings up to 75% off prescriptions and up to 50% off the typical price of laboratory tests and imaging services. Today more than 210 million people receive drug benefits through their employer and pay a copay for a generic drug that is often higher than the RxCut® Plus price.



This card offers:

- No enrollment fees
- Everyone qualifies
- All cards are active
- No personal information needed
- Unlimited uses
- Share your card or print one for your family, friends, co-workers and your community
- Never expires
- Works for all FDA approved prescription medications
- Works for pet medications



Workroom Association Of America, LLC

“Online Meetings”

Member Benefit Packet

Online Meetings

The Workroom Association of America has sponsored several successful regional “virtual” meetings through the Meetup.com website and Fuzemeeting conferencing software (similar to a gotomeeting type webinar).

We are ready to take these meetings national for all our WAOA members. The great benefit is being able to connect, share, and learn without the expense or time of traveling. The goal is to have several meetings throughout the year with a great agenda, which would include:

- Updates on WAOA benefits
- Highlighting a member’s business each meeting
- Vendor spotlights (vendors will be participating and showing off their products/services)
- Main topic with visuals (pictures/videos)
- Listings of industry events/updates of current issues
- Opportunity to win a business book/tool etc. just by participating.

We hope you will enjoy this new benefit for WAOA members.

Jeanne McDermott, Coordinator
WAOA National Meetups

At Your Service

Custom Window Treatments & Elegant Home Décor
53 Marlboro Street Belmont, MA 02478
617-968-8300

jpsews@verizon.net

www.picturetrail.com/jpsews



Workroom Association Of America, LLC

“Online Directory”

Member Benefit Packet

Online Directory

As a WAOA member, you are invited to advertise in our Online Directory. Just following these instructions:

1. Go to www.workroomassociation.com/find.
2. From the horizontal list of options at the top, click “Advertise With Us.”
3. Scroll down until you see our “Showcase Listing” and click “Order Now!”
4. You will then be asked to fill in your directory account information. You will set up a login so that you can manage your listing. You may also choose up to five subcategories that describe your business.
5. You may notice a price at the bottom of the page, however, all current members receive the showcase listing (our premium listing) FREE of charge.
6. Once you’ve complete this page, click CONTINUE.
7. The next page will ask you for information that will appear on the directory. We suggest that members working in their homes use discretion when posting a private, residential address.
8. If your membership is current, your new listing will be approved by the WAOA office to become viewable on the directory. If your membership is not current, please contact Leah for renewal at leah@workroomassociation.com or call 254-662-4021.
9. To update and add to your listing at any time, simply return to the directory’s home page and log in. Changes will be reviewed and approved by the WAOA office, provided that your membership remains current.



Workroom Association Of America, LLC

“WAOA Lapel Pin”

Member Benefit Packet

WAOA Lapel Pin

COMING SOON WITH YOUR RENEWAL FOR 2011!





Workroom Association Of America, LLC

*“Online Conferencing
for Members”*

Member Benefit Packet

Online Conferencing for Members

Do you have a reason to get together with a group for an online meeting? Family reunion? Designer/customer conference? Local workroom friends? We have an online conferencing service available to WAOA members in good standing. Email leah@workroomassociation.com to schedule your meeting. It is first come, first serve on meeting times.



Workroom Association Of America, LLC

“WAOA Forum Group”

Member Benefit Packet

WAOA Forum Group

FORUM GROUP: Join in with other WAOA members for informal chats, burning questions, and moral support. The Forum Group will now be accessible through the Workroom Association of America Home Page at www.workroomassociation.com or directly at www.waoaforum.com.

The screenshot shows the WAOA Forum website interface. At the top, there is a navigation bar with the WAOA logo and the text "WAOA Forum Workroom Association of America". Below this is a search bar and a "Board index" link. The main content area displays a table of forum topics. The table has four columns: "FORUM", "TOPICS", "POSTS", and "LAST POST".

FORUM	TOPICS	POSTS	LAST POST
Grand Opening Welcome to our forum	6	51	by Krippy ☑ Sat May 14, 2011 3:09 pm
Draperies Drapery discussion	3	16	by blindadie2001 ☑ Wed May 18, 2011 3:16 pm
Upholstery Upholstery discussion	1	1	by southhouse ☑ Wed May 11, 2011 9:02 am
Slipcovers Slipcovers discussion	3	4	by KarenE ☑ Fri May 13, 2011 9:56 pm
Window Coverings News Magazine Magazine topics	1	4	by levereschultz ☑ Wed May 11, 2011 3:15 pm
WAOA Benefits	1	4	by blindadie2001 ☑ Wed May 18, 2011 3:15 pm
WAOA Members Only This forum is for WAOA Members Only. You must have a password to access this forum.	0	0	No posts



Workroom Association Of America, LLC

“Made in the USA Labels”

Member Benefit Packet

Made In the USA Labels

MADE IN AMERICA LABELS Workroom Association of America LLC

Terms and Conditions:

1. Labels are for members of Workroom Association of America, LLC and/or their employees ONLY.
2. Products MUST BE made entirely from raw materials (bolts of fabric, lining, etc.). You may not take a product that you did not make entirely and affix a "Made In The USA" label to it. Materials must be remarkably transformed or changed, For example, an imported pillow that your workroom adds trim to may not carry the MADE IN THE USA label.
3. You may not imply or advertise that your entire line of goods is MADE IN THE USA or of USA origin. You may advertise that your American Workroom promotes USA products or that your Workroom is here in America and produces many excellent products.
4. THIS IS A MUST. You absolutely MUST put your Workroom Association of America LLC member number on each tag in permanent ink.
5. Only members with valid credentials (sales tax exemption form or license to do business in their home state) on file in the Workroom Association of America LLC office may purchase labels.



PRICING:

- \$10 for 50 labels (8.50 + 1.50 shipping)
- \$20 for 100 labels (\$17.00 + 3.00 shipping)
- \$30 for 150 labels (\$25.00 + 4.50 shipping)
- \$40 for 200 labels (34.00 + 6.00 shipping)

Workroom Association of America LLC Member

____ I agree to the above terms and conditions.

Signature: _____

Print Name: _____

Membership Number: _____

Fax : 254-662-5478
Mail Form: 802 N. Robinson Drive
Waco, TX 76706
Email:
leah@workroomassociation.com



Workroom Association Of America, LLC

“Shipping Program”

"Shipping"

Workroom Association of America LLC Members may have shipments picked up at their location and shipped. Here is how it works::

Fill out the form below. Fax to our office at 254-662-5478. Shipments that need to go on any particular day should be faxed over by 10:00 a.m. You will receive a shipping label by fax. Affix the label to your package, and UPS will pick up at your location.

SHIP TO (Name & Address): _____

SHIP FROM (Name & Address): _____

WEIGHT: _____ HEIGHT: _____ LENGTH: _____ DEPTH: _____

FAX #: _____ TELEPHONE #: _____

SHIPPING SERVICE:

_____ GROUND

_____ NEXT DAY AIR

_____ 2nd Day Air

_____ VALUE OF PACKAGE: \$ _____

UPS insures up to \$100 per package automatically. If your package is worth more than \$100, be certain to state a value for additional insurance. \$ _____ VALUE

Make a note of the tracking number. To track your package, visit UPS at www.ups.com.

Please charge the following credit card:

_____ MasterCard

_____ Visa

_____ American Express

Name on Card: _____

CID #: _____ Expiration Date: _____

Credit Card Number: _____

Signature: _____



Workroom Association Of America, LLC

“Promote Your Business”

Member Benefit Packet

“Open House Section”

Workroom Association of America can help you plan the perfect Open House for your business. Here are some of the items we can help you with:

1. Artwork for invitations
2. Advice on logistics
3. Help with securing vendors
4. Help with making this happen at low or no cost to the member
5. Help finding speakers
6. National exposure through PRESS RELEASES and blitzes

First, you need to make a list of those you would like to invite. Here are some suggestions:

1. Interior designers/decorators within a certain radius depending on your region
2. Architects
3. High end home builders
4. Home automation/home theatre people
5. Landscaper
6. Painters/faux painter
7. General contractors/construction management companies (Invite project managers, owners may not be interested in coming, but project managers have power)
8. Real Estate agents
9. Furniture store decorators and owners
10. Carpet stores that only carry hard treatments
11. Retired designers/decorators
12. Small lumber yard owners and key people
13. People who own frame shops
14. Resign professionals
15. Floral shop owners
16. Wallpaper hanger
17. Paint store owners
18. Key customers such as land developers or insurance agents
19. Other workrooms who you want to do business with. Do not invite a direct competitor unless you are comfortable with that.

TO THE TRADE EVENT/INVITATIONS

1. Phone Call invitation first. Six weeks in advance, ask the person to put it on their calendar and be watching for their invitation. Ask for fax number at this time.
2. Three to four weeks in advance fax or mail written invitation.
3. FAX invitation every week.
4. One week before the party call and ask if they received their invitation. Stress that you really want **THAT PERSON** to come.
5. The day before the event work the phones to remind people of the event.

continued on page 29

"Open House Section" (continued from page 28)

VENDORS

1. Vendors love this type of event. It puts them one-on-one with people who are close to the grass roots of business....where things happen.
2. Invite vendors who will appeal to a cross section of your guests. For example, the men will want to see paint, motorization, and home theatre/automation. The women will want to see samples and fabrics.
3. Do not start at the top. Vendors have reps in the field. Use those reps. A local rep that participates in the open house is still giving you credibility by bringing in the company that they represent. Reps have a lot of power in their local area. You want them on your side and remembering that you did them a favor.
4. Make certain how you want the rep to deal with your guests. Do you want them to present their product with the aim of people buying through you only? Make certain they understand what you expect. If you don't care if they set up individual accounts, let them know. Either way, the vendor is going to be aware that you have done them a favor by producing this event and allowing them to participate.
5. Speakers...Many reps have seminars and speeches that they can give. Start looking for a speaker at that pool of talent. They are free.
6. Try to draw from a cross section of local vendors and national vendors. Local vendors can give you referrals, national vendors give you credibility. The vendors are what will draw in the decorators/designers/customers that you want to cater to. The fact that you have a close business relationship with important national vendors will give you credibility. If the vendor can't be present, ask for brochures. Brochures being there are still a boost to you as an important client to that vendor. Include those companies represented by only brochures in your publicity. Their name associated with you helps you.
7. Ask vendor if it is okay to use their name for promotional purposes.

PAYING FOR THE EVENT

1. Collect money from vendors to pay for food, renting a venue if necessary, and added expenses such as postage for invitations.
2. Remember that reps have expense accounts for taking important clients out to eat. Asking them for \$50 or \$100 to pay for the opportunity to increase sales and gain exposure in your market is a bargain.

FOOD

1. Depending upon the layout of the space that you have, you may be able to congregate large numbers of people in one room, or you may need to keep people spread out. Think about what draws people to congregate. Speakers with special presentations keep people in a given area. Food will also cause people to be in one given area. If you need to keep people spread out because of space constraints, then make small stations of food and drink around the facility. Keep people on their feet moving from area to area and eating as they go.
2. Keep food simple and easy to replenish. Consider buying from restaurants instead of trying to make it yourself or having the expense of formal catering. Suggest vendors pick up certain parts of the menu. One vendor might provide buffalo wings, another a stack of pizzas, another desserts such as cheesecake, another ice and drinks. Or you can collect money from vendors and arrange food from that pool of money. The important thing is to not let the food take over the event. If you are tired and stressed because of food preparations, you will not be concentrating on the guests.

“Promote Your Business”

SendOutCards

SendOutCards (SOC) is an online service that permits you to send a real printed greeting card from your computer in seconds by U.S. Postal Service. You can upload your own photos or even create your own handwriting font and signature fonts. Cards cost as little as \$.62 each plus postage. A system license for SendOutCards is available for as little as \$99. You can explore the system and even send out a card of your own for free by going to **www.sendoutcards.com/blindladie** and clicking on the “send a free card” banner. You will be talked through the steps by SOC founder Kody Bateman.



Members can purchase a SOC gift card for just \$25 that is loaded with enough points and postage to send up to 10 cards. All gift card purchases and license purchases automatically entitle you to a free copy of “Warm Fuzzy Help from the Internet”, Judy Soccio’s article on relationship marketing that includes numerous ways to make the most of your SendOutCards membership. You can join SendOutCards and begin changing lives, one card at a time, by going to **www.sendoutcards.com/blindladie**, click the word “join” above the banner, and then choose how you want to become a sender of cards. Retail Package #1 or Retail Package #2 are the \$25 gift card options.

~A concept and service that is changing people's lives~

WHAT SEND OUT CARDS CAN DO FOR YOU:

You can send a printed greeting card with your message in LESS than 60 Seconds.

- ✕ Choose your card
- ✕ Write your message
- ✕ Click send

SendOutCards prints it, stuffs it and mails it, all for less than a greeting card at the store.

WHY WE DO IT:

When was the last time you sent an unexpected card at an unexpected time to someone you care about Do you think it would make a difference? Do you remember people's birthdays and other special occasions? Do you think that matters to them? How about a simple thank you or expression of appreciation. Do you think that would make a difference?

With this incredible tool, not only can you remember people and share appreciation, you can motivate, uplift, encourage, and truly make a difference. Here is the interesting thing, the more you do this, the more you realize that you, the sender of these cards, benefit the most. Now, YOU ARE changing people's lives for good one simple card at a time.

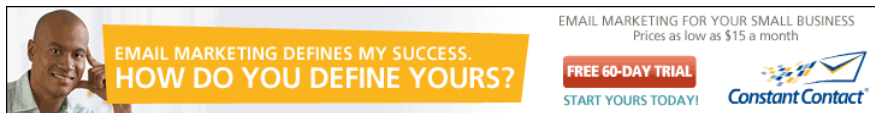
SPECIAL TIP FROM MARY ANN PLUMLEE: Take photos of your customer’s window treatments and send a card with the photo on the cover as a thank you. This is a great way to get additional business and “word of mouth” business. You can automatically send Christmas greetings during the holiday season. This program is a great tool and one we use at our drapery business — Plumlee Place.

"Promote Your Business"

Constant Contact

Email Marketing & Online Surveys

Workroom Association of America has entered into a partnership with Constant Contact® so we can offer you a tool to produce state-of-the-art Email Marketing services at a **special member only price!** As a Workroom Association member, you will receive a free 60-day trial and then a 10% discount off posted prices when you commit for a 6-month term or a 15% discount when you commit and pay for a year.



In order to receive these discounted prices, all you need to do is go to our special website set up at <http://www.constantcontact.com/index.jsp?pn=workroomassociation> and sign up for your free 60-day trial period. If you already have a Constant Contact® account, you may still take advantage of the discount by calling Kevin Woodcock, Account Manager, at 866-905-5499 or you can email Kevin at kwoodcock@constantcontact.com with your user name. He will then make the necessary changes to your account which will allow you to receive the member discounts.

Email Marketing by Constant Contact® is the easy, effective, and highly affordable way to get your message out to your customers, clients, or members. You'll create high-impact, professional-looking emails—quickly and with no technical expertise. And, most importantly, you'll build strong connections with your audience that lead to referrals, repeat business and loyalty.

With Email Marketing by Constant Contact, you can:

- Choose from more than 300 easily customized email templates—or create your own from scratch.
- Create highly visual, professional-looking email newsletters and promotions in just minutes.
- Drive more traffic to your website with focused, targeted email communications.
- Build and manage your email list: import existing customer lists, add names individually, or capture contact information from website visitors.
- Measure your email campaign results instantly—check click-through rates, review new subscribers, and see who opened and clicked on each link so you can tailor your follow-up communications.
- Send automated communications to new sign-ups via an autoresponder tool.
- Communicate with your audience with confidence, knowing that Constant Contact will take care of getting your email delivered and keep you CAN-SPAM compliant.
- Discover how the power of Email Marketing by Constant Contact can help you better connect with your customers, strengthen your relations

Within 48 hours of setting up your account, you will be contacted by Kevin Woodcock, Account Manager. His role is to get you up and running fast by ensuring you have the tools, tutorials, and support you need.

We are excited to bring this new benefit to our members. WORKROOM ASSOCIATION has personally been using this tool to send our email blitzes to our members, vendors, and perspective members. We have absolutely glowing testimony that the price we pay is a huge savings to us with excellent results. TAKE ADVANTAGE OF THIS DISCOUNT TODAY. YOU WILL BE GLAD YOU DID. Just go to our special partner website at <http://www.constantcontact.com/index.jsp?pn=workroomassociation> to SIGN UP TODAY.

Workroom Association of America Photo Gallery Blog

As a member of Workroom Association of America, professional workrooms are invited to submit photos of your work to the Photo Gallery Blog at: www.workroomintelligence.com. This Photo Blog is aimed at consumers and receives hundreds of hits per day. It is a wonderful sales and marketing tool for your workroom. Many Workroom Association members have received significant amounts of work from photos posted on the website.

Workrooms are encouraged to submit photos, especially before and after photos, photos of work in progress, and the finished masterpiece. Submissions should include credit to the fabric/trim provider and designer, if possible.

Email photos and a brief description of the work to patricia@workroomassociation.com.

Include all information pertinent that you would like for potential clients to see (i.e. name, company name, email address, website, phone numbers, etc.) Then visit the site daily for inspiration and a true learning experience. See samples below of work posted on the Photo Gallery Blog.





Workroom Association Of America, LLC

“Website Support”

Member Benefit Packet

Website Support

Visions Web Designs

We are an Arizona based website design and marketing company. Our website designs services include search engine, friendly designs.

- Custom Wordpress Design
- Blog Included With Website
- Custom Graphic Header With Logo
- Photo Editing
- Flash Design
- Website Optimization (SEO)
- Website Maintenance Services
- **Dedicated Server for WAOA Members**
- Small Business Website Design Specializing in Home Furnishing Industry
- Press Release & Web Marketing Consulting
- Set Up Social Media, Google Places, Yelp, Etc.
- Shopping Carts Integrated With Merchant Services
- Membership Websites
- Website will link to the WAOA Directory <http://find.workroomassociation.com>

No Copy Cat Template Designs

Visions Web Designs can handle every aspect of your business Internet marketing campaign, from creating a custom website, to driving traffic to your site. We help our clients convert home page clicks to paying customers. Visions Web Designs has marketing solutions aimed at bringing our clients into the future.

You can get a good looking, functional professional website for somewhere in the neighborhood of \$500 to \$1,500. Very cheap web designers typically aren't as skilled as your expensive ones and what they may be able to offer you is often limited as well. Therefore, it is best to look somewhere in the middle when it comes to price. This will allow you to get an affordable custom web design that you will be pleased with.

Let Visions Web Designs help you're with your Internet Business Card (Website). We also accept Credit Cards with recurring monthly billing.

Contact Claudia, who has 13 years in the workroom business. She knows how to market your business on the Internet, using the right keyword search terms for clients to find your business.

Claudia Buchanan
<http://visionswebdesigns.com>
7755 W Ludlow Dr
Peoria, AZ 85381
623-878-7350
visionswebdesigns@gmail.com



Workroom Association Of America, LLC

“Workroom Association Website”

Member Benefit Packet

“Workroom Association Website”

www.workroomassociation.com

Check out the Workroom Association of America’s website for news, announcements, reminders, Window Coverings News Magazine, and benefit updates.





Workroom Association Of America, LLC

*“WAOA Member
Insurance Programs”*

Member Benefit Packet

New York Life Insurance

Dedicated WAOA Consultant

NEW to WAOA Members:

- Life insurance
- Disability insurance
- Succession planning
- Key person coverage
- Long term care
- Estate planning
- Retirement planning
- Health care



For more information, contact:

Keith Reed

Licensed Agent

New York Life Insurance Company

115 Burnett Court, A

Waco, TX 76712

254-537-3220

254-300-4121 FAX

kdreed@ft.newyorklife.com

AFLAC Insurance

ALSO NEW FOR WAOA MEMBERS: We will be adding AFLAC Insurance. Watch for more information to come.





Workroom Association Of America, LLC

*“Window Coverings
News Magazine”*

Member Benefit Packet

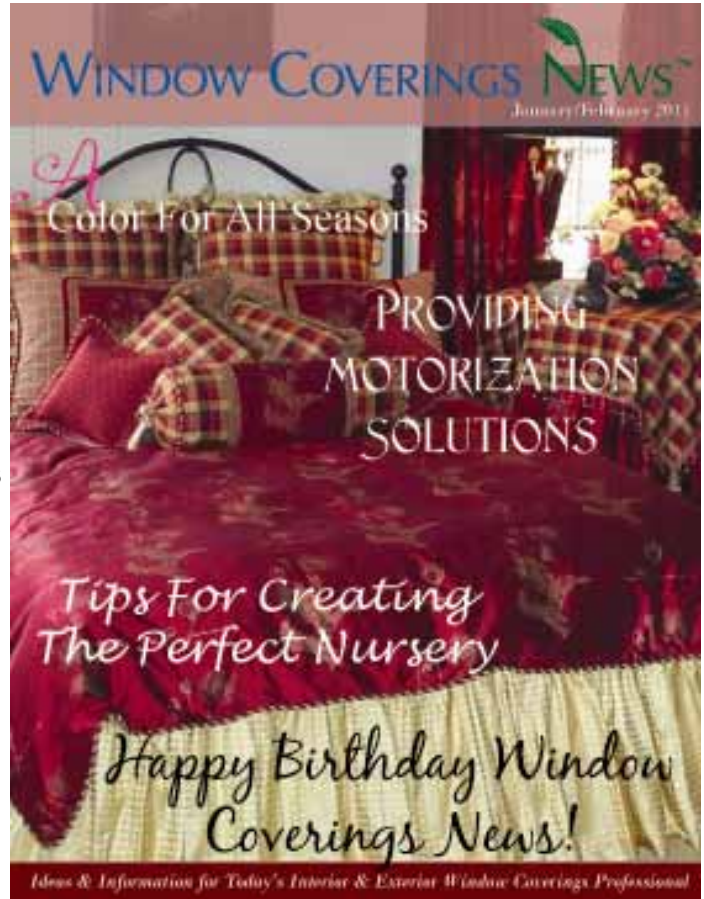
Window Coverings News Magazine

WINDOW COVERINGS NEWS™

We invite you to take a look at a new and better publication that you can count on to get the most current, cutting-edge information. The Window Coverings News has quickly become the industry leader by targeting the right reader at the right place. Delivered electronically to thousands upon thousands of email boxes, WCN is the leader in taking advantage of technology. Our online bi-monthly magazine reaches further into the window coverings industry than any other magazine, including the interior design and architectural industries. A paperless, online version also means a greener place, one tree at a time. There are no waste collection costs, no distribution costs, and no recycling costs.

Window Coverings News focus is on the ideas and information for TODAY'S interior and exterior window coverings professional. The magazine includes new and innovative products, news and events in the industry, innovative workrooms, design ideas, vendor spotlights, new trends in the industry, business articles, how-to articles, and much more.

We are also proud to offer this magazine to our WAOA members and hope that each issue will benefit your business for years to come. If you would like to submit articles, photos, tips, etc., please send an email to patricia@windowcoveringsnews.com. Visit our website at www.windowcoveringsnews.com.





Workroom Association Of America, LLC

*“Credit Assistance Program”
Background/Credit Checks
Collection Services for Commercial Debts*

Member Benefit Packet

“Credit Assistance Program” Background/Credit Checks Collection Services for Commercial Debts

Workrooms, you can now protect your assets

The large fabricators all have professional credit departments that help them protect their assets. They sell on terms with confidence because they have ways of checking the creditworthiness of their customers, and the ability to collect from difficult customers. The workrooms have always accepted orders on faith, or a really substantial deposit. The workrooms have sustained needless losses because they have neither the means nor the ability to force collections, other than to employ an attorney, at an expense that far exceeds the profit margin of the order.

Times have changed

Workroom Association of America, LLC has negotiated an agreement with National Business Credit Exchange to provide much needed credit information to you, the workrooms. They will advise you about your customer’s credit record of how they are meeting their obligations with their vendors. (Your customer is considered to be one of the many decorators or designers engaged in selling retail.) NBCE will also provide an opinion regarding the level of risk that your customer presents to your business. Should you encounter difficulty in collecting money that is owed to you, they will provide a professional collection service.

How does it work?

NBCE has agreed to provide our members with the credit information service and professional credit opinion for \$10.00 for each credit application submitted for evaluation. NBCE will provide each of our members that signs up for this service, a packet of credit application and other and instructions. The credit applications are to be completed by your customer. This application will be faxed to their office at 843-689-3222 for processing. You will receive your reply from NBCE within two working days from the date submitted.

Collecting your delinquent accounts

You will also receive some collection forms to be used in case you have difficulty in collecting from any of your customers. Obviously not every account is going to be collectable, but you will have professional collectors exerting every effort possible to recover your money. NBCE uses a National collection firm with offices located throughout the United States. Collections are done on a contingency basis. There is no fee to you, unless actual monies are collected. The fee of twenty percent (20%) is the standard fee for monies collected for our members. (*The National standard for collection agencies is a fee of 1/3 of monies collected.*) Any exceptions to this fee will be negotiated with the Workroom Association member prior to collection activities taking place.

Reporting non-payers

NBCE also has a method of reporting your customers that fail to pay you to the National credit bureaus. This applies to unincorporated businesses that are operating as a sole proprietorship, partnership or businesses where you hold a personal guarantee. This is not a guarantee that your customer will pay you, but it will stay on their personal report for up to seven (7) years, or until paid. NBCE will collect a twenty five (25%) percent fee, if the customer pays. You are not obligated for any fees unless your customer pays.

For more information, contact the WAOA office at 254-662-4021.



Workroom Association Of America, LLC

*“Workroom Association
Membership
Savings & Earnings”*

Member Benefit Packet

