

## DEALER TERMS FOR STATE AND FEDERAL GOVERNMENT ORDERS

### Receiving State & Federal Government Contract Orders

Purchase Orders (PO's) from Contracts held by Datum should be made out with Datum as the Vendor. PO's can be submitted to Datum by the dealer or direct from the end user (if submitted direct request end user to note dealer of record in their communication to Datum).

PO's can be emailed ([customerservice@datumstorage.com](mailto:customerservice@datumstorage.com)), faxed (888-345-4641), or mailed (Datum Storage Solutions, 89 Church Road - PO Box 355, Emigsville, PA 17318-0355).

### Commissions Paid to Dealers

Standard commission amount established per contract by Datum (Contact your sales representative for commission %). Commission shall be based on net product value. No commission will be paid on installation or freight. Commission amount shall be supplied to dealer at time of quote. An invoice is not required for commission pay out. Commission paid upon completion of work and full payment received by Datum based on purchase order amount from the end user\*. Payment sent to dealer 15th day of the month.

### Installation & Other Services

Dealers who provide installation services will provide installation amount at time of quote. Dealer is responsible for providing labor, coordinate delivery with Datum, and all applicable arrangements for completing installation. Dealer will receive 100% of the installation amount quoted, with the exception of the IFF fee on GSA installations. Dealer shall provide invoice for services to Datum.

Email invoices to [accountingemail@datumstorage.com](mailto:accountingemail@datumstorage.com)

Invoice should include:

- Datum order number
- Dealer account number, name, and address
- Scope of work
- Where and how payment is to be made to dealer

Payment for installation services shall be made to dealer upon completion of work performed (once Datum is paid)\*. GSA contracts charge an Industrial Funding Fee (IFF) .75% on product and installation services. Datum deducts this fee from the product and installation charges. Therefore, the installation amount paid to the dealer will be .75% less than the amount shown on the purchase order.

Example: Install amount \$1000.00 // IFF Fee  $\$1000.00 \times .75\% = \$7.50$  // Install Paid to dealer  $\$1000.00 - \$7.50$  (IFF) = \$992.50

*\*Commissions and installs are only paid out if the dealer/installer account with Datum is current. If there are any past due invoices payment will not be made until those invoices are paid.*

**Revised 9/8/2021**