NOVA'S "SPIFFY" TABLE PROGRAM

NOVA SOLUTIONS™

Beginning October 1, 2018

Earn a 12% Spiff on NOVA Tables!

The Rules

1. Dealership or dealer salespeople can earn 12% of net sales price for each Multipurpose 25 & 27 Series table sold from THE RIGHT SOLUTIONS CATALOG-DECEMBER 2015.

2. Dealership or dealer salesperson must complete and submit the NOVA Table Spiff W-9 form included in this packet to qualify for the program.

3. Dealership or dealer salesperson must complete the attached Registration Form prior to submitting each order to recieve a spiff code.

4. The order-unique spiff code must be included on all purchase orders.

The Fine Print

- NOVA will issue spiff checks for each dealership or dealer salesperson on a monthly basis after the invoice is paid in-full.
- Spiff amount will be 12% of net sales on Multipurpose 25 & 27 Series tables only.
- Attached NOVA Spiff W-9 must be completed by each dealership or dealer salesperson and returned to NOVA Solutions, Inc. prior to the first spiff request.
- Attached registration form must be completed by each dealership or dealer salesperson and returned to NOVA Solutions, Inc. prior to each purchase order submitted.
- Registration may also be completed by fax at 800-940-6682.
- Once all forms are submitted, NOVA will assign an order-unique spiff code that must be included on each applicable purchase order.
- Spiff applies to new purchase orders only, submitted October 1, 2018 or after.
- The dealership or dealer salesperson must register each order to qualify for spiff.
- Spiff will be paid only to the registered dealership or dealer salesperson & only if they are awarded the job.
- Additional project discount available on larger projects. Contact your NOVA Sales Rep for details.
- Spiff will only be paid after the invoice has been paid in-full and cannot be referenced as an additional discount on the purchase order.
- Spiff available on commercial orders only.
- Spiff is not available on government purchases (state or federal).
- Spiff does not apply to "specials" or custom model numbers.
- NOVA reserves the right to terminate this program at anytime.
- Payment may be denied if all conditions of this program are not met or are deemed unacceptable by NOVA.

NOVADESK.COM

NOVA Solutions, Inc.
421 Industrial Ave
Effingham, IL 62401
800-730-6682

Table Spiff Registration Form

NOVA SOLUTIONS™

Form must be completed and submitted prior to EACH purchase order to receive spiff code

Spiff Recepient Information: (Skip to Dealer Information if not applicable)

Dealer Salesperson: ______________________________ E-mail: ______________________________

Dealership Information

Name: ______________________________ NOVA Account Number: ______________________________

Address: ______________________________ City ______________________________ State _____ Zip Code _________

Phone Number: ____________________ Fax Number: ____________________ E-mail: ______________________________

Project Information

Project Name/End-User Name: ______________________________ P.O. Number (If available): ______________________________

Address: ______________________________ City ______________________________ State _____ Zip Code _________

Ship To Address: ______________________________ City ______________________________ State _____ Zip Code _________

Phone Number: ____________________ Fax Number: ____________________ E-mail: ______________________________

For spiff code assignment, submit this Registration Form to NOVA Solutions, Inc. via email at **customersupport@novasolutionsinc.com** or via fax at 800-940-6682. W-9 form must be on file prior to spiff code assignment.

NOVA Solutions, Inc. Table Spiff Program Terms & Conditions

- NOVA will issue spiff checks for each dealership or dealer salesperson on a monthly basis after the invoice is paid in-full.
- Spiff amount will be 12% of net sales on Multipurpose 25 & 27 Series tables only.
- Attached NOVA Spiff W-9 must be completed by each dealership or dealer salesperson and returned to NOVA Solutions, Inc. prior to the first spiff request.
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I the undersigned, understand and agree to the Terms & Conditions set forth in NOVA Solutions, Inc. Table Spiff Program.

____
Dealer Principal or Dealer Salesperson Signature

____
NOVA Authorized Signature

______________________________ Date: __________
Dealer Principal or Dealer Salesperson Name (Please Print)

______________________________ Date: __________
NOVA Authorized Name (Please Print)

NOVA Office Use Only!

____
Spiff Code

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Table Spiff W-9 Form

NOVA SOLUTIONS™

Below is a substitute for the standard W-9 form. "General Instructions" for this form are available upon request.

Form **W-9** (Rev. November 2017) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ ________

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) ________

Exemption from FATCA reporting code (if any) ________

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person ▶** **Date ▶**

Submit via email to **customersupport@novasolutionsinc.com** or via fax at 800-940-6682

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