



USER GUIDE

Getting Started with DCL Logistics

DCL, Inc.

48641 Milmont Drive
Fremont, CA 94538
www.dclcorp.com

Customer: _____

Date: _____

DCL Getting Started Documents

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Welcome to DCL

Thank you for choosing DCL as your supply chain provider.

By selecting DCL as your outsourcing partner, you have made a very important decision towards your company's future. As many startups and fortune 500 companies before you, we intend to help you minimize costs and help grow your business by doing what we do best – managing your inventory precisely, assembling your product perfectly, and shipping your products on-time and correctly. We want you to focus on what you do best – developing, creating, marketing, and selling your product.

This is the start of our journey together and the kickoff of our implementation. Once you fill out the application forms within this packet and send back to us, your integration will start and an Integration Manager will be assigned to you immediately. Depending on the number of SKUs and scope complexity, a typical integration will take between 4 – 8 weeks.

We know that you've enjoyed your experience with DCL to-date and we look forward to continuing to provide you with excellent service going forward.



Form Briefing

Grouped in this packet are the key documents that are required to be filled out in order for us to program your DCL Account. Below is a brief explanation of each document and why it needs to be submitted to DCL.

Customer Application Sheet

This form provides key financial information in order for us to do a credit check, understand your current financial standing, and establish your credit limit.

Power of Attorney

This legal requirement gives DCL the power and authority to provide international shipping on behalf of you, the customer. If you will need international shipping now or in the future, you will need to sign this form and either sign and send back to us or fax this form back to us separately.

W-9

This is for filing a required information return with the IRS to report financial transactions.

California, Pennsylvania, and Kentucky Resale Certificate

By shipping out of California, Kentucky, and Pennsylvania through DCL, you have established nexus in those states. A resale certificate indicates the item was in good faith that the purchaser would resell the item and report tax on the sale.

Accounts Receivables Information

This form specifies DCL's terms and methods available for payment while also laying out your credit limit. Once DCL finishes financial diligence, a credit limit will be determined and this form will be resent to you at a later time.



Customer Application Sheet

I. COMPANY INFORMATION				
Company Name:			Date:	
Billing Address 1:		Shipping Address 1:		
Billing Address 2:		Shipping Address 2:		
City:		City:		
State:		State:		
Zip:		Zip:		
Website:				
II. CONTACT PERSONNEL				
	Primary Contact	Distribution Contact	IT Contact	Accounts Payable
Name:				
E-Mail:				
Phone:				
Cell:				
III. OWNERSHIP INFORMATION				
Type of Business:	Sole Proprietorship	Partnership	Corporation	Founded:
Names and Titles of Owners and/or Principals:	1.			
	2.			
	3.			
	4.			
IV. FINANCIAL INFORMATION				
Bank:		Checking Account Number:		
Bank Officer Name:		Phone:		
Address:		City:	State:	Zip:
LOANS				
(1) Type of Loan:				
Financial Institution:				
City:		State:		Zip:
(2) Type of Loan:				
Financial Institution:				
City:		State:		Zip:
V. SUPPLIER REFERENCES				
Name:			Phone:	
Address:		Email:		
City:		State:		Zip:
Name:			Phone:	
Address:		Email:		
City:		State:		Zip:



Power of Attorney

U.S. Census Bureau

POWER OF ATTORNEY Designation of FULFILLMENT HOUSE

Know all men by these presents, that _____, the USPPI organized and
(Name of U.S. Principal Party in Interest (USPPI), i.e. DCL's Customer)

doing business under the laws of the State or Country of _____ and having an
office and place of business at (Address of USPPI) _____

hereby authorizes the Fulfillment House DisCopyLabs, DBA "DCL", to act for and on its behalf as a true and lawful agent and attorney of the U.S. Principal Party in Interest for and in the name, place and stead of the U.S. Principal Party in Interest, from this date, in the United States either in writing, electronically, or by other authorized means to:

Act as Fulfillment House for Export Control, Census Reporting and Customs purposes; make, endorse or sign any Shipper's Export Declaration or other documents, or to perform any act which may be required by law or regulation in connection with the exportation or transportation of any merchandise shipped or consigned by or to the U.S. Principal Party in Interest and to receive or ship any merchandise on behalf of the U.S. Principal Party in Interest.

The U.S. Principal Party in Interest hereby certifies that all statements and information contained in the documentation provided to the Fulfillment House relating to exportation are true and correct. Furthermore, the U.S. Principal Party in Interest understands that civil and criminal penalties may be imposed for making false or fraudulent statements or for the violation of any United States laws or regulations on exportation.

This power of attorney is to remain in full force and effect until revocation in writing is duly given by the U.S. Principal Party in Interest and received by the Fulfillment House.

IN WITNESS WHEREOF, (USPPI) (), caused these presents to be sealed and signed:

Witness: _____

Signature: _____

Capacity: _____

Date: _____

Copied from <http://www.census.gov/foreign-trade/regulations/power-of-attorney-sample.pdf>

Request for Taxpayer**Give Form to the requester. Do not send to the IRS.**

: Instructions Print or type	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; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 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 on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

GENERAL RESALE CERTIFICATE**California, Kentucky, and Pennsylvania Resale Certificate****I HEREBY CERTIFY:**

1. I hold valid seller's permit number: _____

2. I am engaged in the business of selling the following type of tangible personal property:

3. This certificate is for the purchase from listed in _____ of the item(s) I have
paragraph 5 below. [Vendor's name]

4. I will resell the item(s) listed in paragraph 5, which I am purchasing under this resale certificate in the form of tangible personal property in the regular course of my business operations, and I will do so prior to making any use of the item(s) other than demonstration and display while holding the item(s) for sale in the regular course of my business. I understand that if I use the item(s) purchased under this certificate in any manner other than as just described, I will owe use tax based on each item's purchase price or as otherwise provided by law.

5. Description of property to be purchased for resale:

6. I have read and understand the following:

For Your Information: A person may be guilty of a misdemeanor under Revenue and Taxation Code section 6094.5 if the purchaser knows at the time of purchase that he or she will not resell the purchased item prior to any use (other than retention, demonstration, or display while holding it for resale) and he or she furnishes a resale certificate to avoid payment to the seller of an amount as tax. Additionally, a person misusing a resale certificate for personal gain or to evade the payment of tax is liable, for each purchase, for the tax that would have been due, plus a penalty of 10 percent of the tax or \$500, whichever is more.

NAME OF PURCHASER

SIGNATURE OF PURCHASER, PURCHASER'S EMPLOYEE OR AUTHORIZED REPRESENTATIVE

 _____

PRINTED NAME OF PERSON SIGNING

TITLE

ADDRESS OF PURCHASER

TELEPHONE NUMBER

() _____

DATE



Accounts Receivables Information

Contact Information:

Mail Address: DCL, Inc.
Attention: Account Receivables
4455 E. Philadelphia Street, Ontario, CA 91761, USA

Phone: 909-390-3800

Email address: AccountsReceivable@dclcorp.com

Payment Methods:

DCL prefers to receive payments via electronic means and our standard methods for receiving payments are:

1. ACH (Automated Clearing House) from United States, Canada and Mexico.
2. Electronic Wire Transfer from all other locations.

The following information is provided to assist in setting up of these electronic methods through your financial institution.

Bank:

US Bank

800 Nicollet Mall
Minneapolis, MN 55402

Bank Routing # (ABA) - 021052053
Swift Code USBKUS44IMT

Account:

Account Title:

DisCopyLabs

Account Number:

46006686

Additional Information:

Place information associated with the wire such as the corresponding invoice numbers.

In case the information for invoice numbers being paid is not provided with the electronic transfer, a separate notification of Payment Advice with the list of Invoice Numbers should be sent to Mail / Email address listed above.

eFactory:

The above options are available to you through your eFactory login, in addition to payment by credit card.