



BUSINESS + INSTITUTIONAL FURNITURE MANUFACTURERS ASSOCIATION

## *Service 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 Service membership in BIFMA. Please complete the entire form and submit with your payment to:

BIFMA  
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](mailto:email@bifma.org)

Thank you.



## Service Membership Application

The undersigned firm agrees to become a Service member of the Business and Institutional Furniture Manufacturer’s Association (BIFMA) and to pay one full year’s dues of \$2,780 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 provide a design OR consultant service (please circle one) to the furniture industry.

Our facilities are located at:

\_\_\_\_\_  
*Street Address and/or PO Box* ( )  
*Telephone Number*

\_\_\_\_\_  
*City, State, Zip Code* ( )  
*Facsimile Number*

Internet: \_\_\_\_\_

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*

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**FOR BIFMA USE ONLY**

Membership Effective Date: \_\_\_\_\_

Accepted by:

\_\_\_\_\_  
*Date* *Signature*



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## **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 estimates that 10% of your dues are not deductible as a business expense because of lobbying activity.