

## TaxFree Shopping, Ltd.

14665 Midway Road, Ste.150  
Addison, TX 75001



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## About us

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TaxFree Shopping started in 2001 with one location and has transformed into the largest licensed customs broker in the state of Texas with 17 locations processing thousands of customers every week.

To receive sales tax refunds, clients visit a TaxFree Shopping location with their purchased merchandise from participating retailers and necessary travel documents. Then, a customer service representative will complete the necessary paperwork, inspect the merchandise and process the customer's refund with an option of cash, check or PayPal payment, less a processing fee.

## Becoming a Participating Retailer

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Once documents have been fully processed at the TFS corporate office, an itemized billing with all required documents will be sent to the retailer's corporate contact for tax/accounting. The accountant will then send TaxFree Shopping a single payment for said amount and take a credit on the next Sales and Use Tax Return for the amount of sales tax refunded on their next report.

### How to Register

Complete and return the Retailer Registration to TaxFree Shopping.

TaxFree Shopping will promptly be able to process customers from retailer.

### Billing Process

TFS is responsible for disbursement of refunds to individual customers.

TFS processes customers at our refund locations throughout Texas.

TFS compiles all information for customer's sales tax refund and audits for compliance.

TFS sends itemized invoice to retailer's corporate accountant.

- Each shipment will include: original receipts, Export Certificates and Power of Attorney.

Retailer's accountant sends TFS the amount of sales tax refunded.

- Retailer's accountant will take the sales tax credit on the next scheduled Sales and Use Tax Return.

TFS disburses refunds to customers.

## Marketing

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Shopping has become the #1 leisure-recreation activity for overseas visitors to Texas. Through international marketing, TaxFree Shopping captures growing inbound markets like China, Brazil and the United Kingdom for the Texas market. Additional opportunities for participating retailers are:

### Free:

Brochure distribution

Educational Sessions

In-Store Promotions

VIP Group Receptions

### Paid:

International Partnership Advertising

Trade Show/Sales Mission Inclusion

Trade show/Sales Mission Sponsorship

Advertising Opportunities

## TaxFree Shopping, Ltd

14665, Midway Road #150  
Addison, TX 75001 USA



Parent Company: \_\_\_\_\_

Participating Brand(s): \_\_\_\_\_

### Agreement

This Agreement incurs no cost and is entered into by and between \_\_\_\_\_ ("Company") and TaxFree Shopping Ltd. ("TFS") as follows:

1. Description of Duties and Services. TFS, a Texas Limited Partnership and a Licensed Texas Customs Broker, refunds citizens of foreign countries temporarily traveling within Texas and US Citizens shopping in the State of Texas and exporting products, hereinafter referred to as Principal or Principals, the State & Local Sales Tax they pay on retail purchases in the State of Texas in accordance with the Texas Administrative Code Title 34, Part 1, Chapter 3, Subchapter O, Rules 3.323 and 3.360. Company agrees to pay TFS all invoiced sales tax generated in their stores by Principals requesting refunds through TFS, acting as Principal's agent in accordance with Texas Law. Company listing in TFS promotional brochures and website will be provided with no further consideration due from the Company.

1.1. Payment. TFS will submit a statement to Company for the total amount of tax to be refunded. TFS will also include all required state documentation, which includes but is not limited to original receipts and original Export Certificates. A single payment in the amount of the invoice shall be sent to TaxFree Shopping, Ltd., 14665 Midway Rd., Suite 150, Addison, TX 75001, within 30 days of receiving invoice. Company will honor all valid sales tax refund requests presented by TFS. TFS will distribute refunds to each Principal, less a service charge.

1.2. TaxFree Shopping, Ltd., as a licensed US & Texas Customs Broker, is required by law and accepts the financial and legal responsibility for the distribution of the tax dollars to the shoppers after receiving the tax dollars from you, the retailer. You, the retailer, send the visitor to us for processing, thus accepting no responsibility.

This document also will serve as permission to list company name on website, brochures and other marketing and promotion sales opportunities. Should Company desire to terminate this agreement, a 90-day written notice is required.

### Company Information

1. Participating Brand(s): \_\_\_\_\_  
(As should appear in brochure/website, etc.)

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

2. Locations: ALL TEXAS LOCATIONS\*

- a. Include excel spreadsheet including all participating locations (in Texas only)
  - Store name
  - Store numbers
  - Physical Address

**3. Tax refund/accounting contact:**

Person responsible for the tax refund/accounting:

(Print Name): \_\_\_\_\_

Title: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
\_\_\_\_\_

**4. Marketing contact:**

Person responsible for marketing approvals:

(Print Name): \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Date: \_\_\_\_\_

Please check if interested in additional retailer development and/or marketing opportunities.

## TaxFree Shopping Participation Requirements:

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Complete Merchant Listing and Store Location excel and return to:

- Fax: +1 (214) 594-7235
- Email: [Info@TaxFreeShopping.com](mailto:Info@TaxFreeShopping.com)
- Mail: TaxFree Shopping, Ltd., 14665 Midway Rd., Suite 150, Addison, TX 75001

Please email high resolution logo in PNG format to [Info@TaxFreeShopping.com](mailto:Info@TaxFreeShopping.com)

### Store Notification:

Inform all locations of inclusion into the TaxFree Shopping program

Request sales associates to inform their international customers of the TaxFree Shopping program

### Marketing and Retailer Development

Brand will receive complimentary listing at [www.taxfrees shopping.com/participating.aspx](http://www.taxfrees shopping.com/participating.aspx)

Request brochures to inform and boost your international shopper traffic\*

Request Educational Sessions with a TaxFree Shopping representative and your stores\*

Exclusive opportunities for advertising and promotional sponsorships\*

\*Opportunities subject to availability

For more information or any questions, please contact:

#### Accounting:

Evelyn Mancilla, Director of Operations

TaxFree Shopping, Ltd.

[EvelynM@TaxFreeShopping.com](mailto:EvelynM@TaxFreeShopping.com)

+1 (214) 368-9067 Ext.2500

#### Marketing:

Marketing Team

TaxFree Shopping, Ltd.

[Marketing@TaxFreeShopping.com](mailto:Marketing@TaxFreeShopping.com)

+1 (214) 368-9067