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MILLWORK INDUSTRY PARTNER (MIP) APPLICATION

Millwork Industry Partner (MIP) affiliation is available to those industry-related firms or individuals desiring to voluntarily assist, guide, and direct the Institute in its objectives.

Requirements

Applicants shall provide:

1. Application Fee of \$100 (Non-refundable)
2. First Year's Affiliate Fees of \$960 (Affiliation fees are invoiced annually November 15 and are due December 10th).
3. Completed Application

We hereby apply for Millwork Industry Partner (MIP) affiliation with the Woodwork Institute:

Company Information				
Firm Name:				
Contact:				
Job Title:				
Mailing Address:			Suite/Floor:	
City:	State/County:		Zip Code:	
Office Phone:			Office Fax:	
Office E-mail:				
Company Website:				
Legal Structure: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other				
Federal ID#:				
Business License#:				
Number of Employees:				
Office:	Warehouse:	Shop:	Installation:	Total:
Firm specializes in:				
Firm has been in business since:			Principals have been in industry since:	
Company Statement (25 words or less, for Affiliate Roster and Listing):				

For a list of our Directors of Architectural Services, please visit: www.woodworkinstitute.com
 or call the Administrative Office at (916) 372-9943

We are best described as a:

Manufacturer Distributor

Professional organization and would like to be listed under the following heading(s) in the Woodwork Institute
Affiliate Roster/Resource Guide:

- | | |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> 01. Abrasives | <input type="checkbox"/> 43. Louvers / Vents, Wood |
| <input type="checkbox"/> 02. Adhesives | <input type="checkbox"/> 44. Lubricants |
| <input type="checkbox"/> 03. Backer / Balance Materials | <input type="checkbox"/> 45. Lumber, Hardwood |
| <input type="checkbox"/> 04. Cabinet Components, Prefab | <input type="checkbox"/> 46. Lumber, Softwood |
| <input type="checkbox"/> 05. Cabinet Hardware | <input type="checkbox"/> 47. Machinery, Woodworking |
| <input type="checkbox"/> 06. Cabinet Doors, Prefab | <input type="checkbox"/> 48. Medium Density Fiberboard |
| <input type="checkbox"/> 07. Cabinet Drawers, Prefab | <input type="checkbox"/> 49. Medium Density Fiberboard, Fire Rated |
| <input type="checkbox"/> 08. Caps, Fastener | <input type="checkbox"/> 50. Medium Density Fiberboard, No Added Formaldehyde |
| <input type="checkbox"/> 09. Caulking & Sealants | <input type="checkbox"/> 51. Medium Density Fiberboard, Moisture Resistant |
| <input type="checkbox"/> 10. Computer Software Systems | <input type="checkbox"/> 52. Metal Fabricating Services |
| <input type="checkbox"/> 11. Countertops, HPL | <input type="checkbox"/> 53. Mouldings, Wood |
| <input type="checkbox"/> 12. Countertops, Laboratory | <input type="checkbox"/> 54. Mouldings, Metal / Bumper |
| <input type="checkbox"/> 13. Countertops, Solid Surface | <input type="checkbox"/> 55. Packaging Materials |
| <input type="checkbox"/> 14. Door Frames, Wood, Fire Rated | <input type="checkbox"/> 56. Particleboard |
| <input type="checkbox"/> 15. Door Hardware, Passage | <input type="checkbox"/> 57. Particleboard, Fire Rated |
| <input type="checkbox"/> 16. Doors, Wood, Flush | <input type="checkbox"/> 58. Particleboard, No Added Formaldehyde |
| <input type="checkbox"/> 17. Doors, Wood, Flush, Fire Rated | <input type="checkbox"/> 59. Particleboard, Moisture Resistant |
| <input type="checkbox"/> 18. Doors, Wood, Flush, Sound Rated | <input type="checkbox"/> 60. Panel Processing |
| <input type="checkbox"/> 19. Doors, Wood, S & R | <input type="checkbox"/> 61. Panels, Hardwood Veneer Faced |
| <input type="checkbox"/> 20. Doors, Wood, S & R, Fire Rated | <input type="checkbox"/> 62. Panels, Hardwood Veneer Faced, Fire Rated |
| <input type="checkbox"/> 21. Doors, Wood, S & R, Sound Rated | <input type="checkbox"/> 63. Panels, HPL Faced |
| <input type="checkbox"/> 22. Drafting / Shop Drawing Services | <input type="checkbox"/> 64. Panels, HPL Faced, Fire Rated |
| <input type="checkbox"/> 23. Edge Banding Materials | <input type="checkbox"/> 65. Panels, Melamine Faced |
| <input type="checkbox"/> 24. Engineered Core, Special | <input type="checkbox"/> 66. Panels, Polyester Faced |
| <input type="checkbox"/> 25. Exhibit / Display Materials | <input type="checkbox"/> 67. Panels, Softwood Veneer Faced |
| <input type="checkbox"/> 26. Fasteners, Installation & Fabrication | <input type="checkbox"/> 68. Panels, Vinyl Faced |
| <input type="checkbox"/> 27. Financing Service, Machinery | <input type="checkbox"/> 69. Picture Frames |
| <input type="checkbox"/> 28. Finishing Materials | <input type="checkbox"/> 70. Safety Supplies |
| <input type="checkbox"/> 29. Finishing Materials, Fire Rated | <input type="checkbox"/> 71. Shop Supplies |
| <input type="checkbox"/> 30. Finishing Services | <input type="checkbox"/> 72. Shutters, Wood |
| <input type="checkbox"/> 31. Finishing Services, Fire Rated | <input type="checkbox"/> 73. Solid Surface Materials |
| <input type="checkbox"/> 32. Furniture, Metal/Wood | <input type="checkbox"/> 74. Stairs, Wood |
| <input type="checkbox"/> 33. Hardboard | <input type="checkbox"/> 75. Store Fixtures, Metal |
| <input type="checkbox"/> 34. HPL Sheet Stock | <input type="checkbox"/> 76. Tambour Materials, Fire Rated |
| <input type="checkbox"/> 35. HPL Sheet Stock, Chemical Resist. | <input type="checkbox"/> 77. Tambour Materials |
| <input type="checkbox"/> 36. HPL Sheet Stock, Fire Rated | <input type="checkbox"/> 78. Tooling, saw Blades, Bits |
| <input type="checkbox"/> 37. HPL Sheet Stock, Metal Faced | <input type="checkbox"/> 79. Tools, Hand / Power |
| <input type="checkbox"/> 38. Inspection / Consulting Service | <input type="checkbox"/> 80. Truss, Wood |
| <input type="checkbox"/> 39. Installation Service - Millwork | <input type="checkbox"/> 81. Turning, Wood |
| <input type="checkbox"/> 40. Insurance Services | <input type="checkbox"/> 82. Veneers, Wood |
| <input type="checkbox"/> 41. Laboratory Fixtures / Fume Hoods | <input type="checkbox"/> 83. Windows, Wood |
| <input type="checkbox"/> 42. Lite Frames & Louvers, Metal | |

Code of Ethics

Woodwork Institute Affiliates, and their staff are expected to conduct themselves in an ethical and professional manner.

The following Code is intended to serve as a basis for their ethical conduct, as such it will also serve as the basis for judging the merit of a formal complaint.

It is understood that some words and phrases are subject to varying interpretations, and that an ethical principle may conflict with another. Questions related to ethical conflicts can best be answered by thoughtful consideration of the fundamental principles, rather than reliance on detailed or specific regulations.

AS A WOODWORK INSTITUTE AFFILIATE, WE AND OUR STAFF, WILL...

1. Be fair and take action not to discriminate or cause harm to others while respecting the values of equality, tolerance, and equal justice.
2. Not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the Institute.
3. Be honest and trustworthy, not make deliberate false or deceptive claims, be honest about my qualifications, and about circumstances that might lead to conflicts of interest.
4. Exercise care not to misrepresent the Institute, its positions and/or policies, nor conduct myself in a manner to bring my position as a member into disrepute.
5. Know, respect and follow the policies and/or procedures of the Institute while acknowledging and supporting proper authorized use of the Institute's resources.
6. Not use my position improperly to confer on or secure for myself an advantage or a disadvantage on another.
7. Not disclose information given to me in confidence, or information acquired which is of a confidential nature, without proper consent, unless required to do so by law.
8. Honor contracts, agreements, and specifications, especially those requiring compliance to the *Architectural Woodwork Standards* and/or WI's Certified, Seismic or Monitored Compliance programs.
9. Strive to achieve the highest quality, effectiveness, dignity and professional competence while managing my personnel and resources to enhance the quality of our professionalism.
10. Uphold principles of this Code and promote the same of other WI Affiliates and their staff.
11. Treat violations of this code as inconsistent with proper WI Affiliate behavior and understand that by engaging in gross misconduct, my WI Affiliate may be terminated.

Acknowledgment

As applicant or duly authorized "Designated Representative" of the applicant company, I hereby attest that I have thoroughly read and agree to the INSTITUTE'S policies and procedures. I declare under penalty of perjury that the contents of this application, including attachments that I have provided, are true and correct and I authorize the INSTITUTE to verify its contents. I acknowledge and pledge to adhere to the Institute's Code of Ethics. I hereby attest that I have read, understand and agree to abide by the most current and future editions of the Woodwork Institute's *Programs and Services Manual*.

Authorized Signature*: _____

Title: _____

Printed Name: _____ Date: _____

- By checking this box, I authorize WOODWORK INSTITUTE to accept this form as an electronically signed document; by submitting this signed document, I understand I am responsible for the supplied information.

*Signature only required if sent via fax or mail.

Payment

(Application Fee & Affiliate Fee must accompany the Application before it can be processed)

Annual Millwork Industry Partner Affiliate Fees**	
\$960	\$960
Application Fee	
\$100 (Non-refundable Application Fee)	\$100
	TOTAL

- Check (Enclosed - payable to the **Woodwork Institute**)
- VISA
- MasterCard

**In the event of a rejected application, Affiliate Fees will be refunded. Application fee is non-refundable.

All WI Affiliates are expected to be financially responsible, and maintain a favorable reputation in the industry. Applicant hereby consents to a credit check by WI as part of the Affiliates application process.

Signature*: _____ Authorized By: _____

Title: _____

Printed Name: _____ Date: _____

- By checking this box, I authorize WOODWORK INSTITUTE to accept this form as an electronically signed document; by submitting this signed document, I understand I am responsible for the supplied information.

*Signature only required if sent via fax or mail.

Credit Card Information and Charge Authorization		
Cardholder Name:		
Billing Address:		
City:	State/Country:	Zip Code:
Credit Card Number:	Expiration Date:	CVC Code:
Amount to be Charged: \$		

In principle and in practice, the WOODWORK INSTITUTE values and seeks diverse and inclusive participation within the architectural millwork industry. The INSTITUTE promotes involvement, access, and leadership opportunities to all affiliates regardless of race, ethnicity, gender, religion, age, sexual orientation, nationality, or disability.