TO: Suppliers
FROM: CVS Corporate
RE: Sample Request

Please send **3** pieces for set up in our Planogram Room to:
      CVS Caremark
      Retail Innovation and Store Design Building
      1 CVS Drive
      Woonsocket, RI 02895
      Attn: Steve Vallee

Please send **2** pieces to Advertising attention:
      CVS Caremark
      CVS Marketing Support Center
      1 CVS Drive
      Woonsocket, RI 02895
      Attn: Chrystal Chico

Please send **1** piece to:
      DCA Imaging
      150 North Clinton
      Chicago, IL 60661

Please send **1** piece to:
      CVS Caremark
      CVS Marketing Support Center
      1 CVS Drive
      Woonsocket, RI 02895
      Attn: Jeff Moitoso

Please have **1** piece sent to **Gladson** for our Planogram Imaging. Attached are the Gladson Shipping Instructions and Imaging form.

Gladson & Associates
1973 Ohio Street
Lisle, IL 60532

Thank you

Dear Vendor

In order for CVS to effectively implement our Category Management programs, including planogram development, store set-ups and category resets, we need accurate dimensions and up-to-date images of your products in our database.

To ensure that our database is kept up-to-date, we are requesting that you send samples of all upcoming products to be sold at CVS stores to Gladson Interactive, the company that maintains our product database.

FOLLOW THESE SHIPPING INSTRUCTIONS CAREFULLY:

Please fill out the attached form and send it along with one sample of each of your products to the address below within 5 days of receiving this request. Gladson Interactive will not charge you for this service. Each item must have a UPC label or have the UPC number included with the product for processing.

<div align="center">

Gladson & Associates
1973 Ohio Street, Lisle, IL 60532
(630) 435-2292

</div>

Ship all product and package samples to Gladson Interactive in sturdy boxes with careful packing to ensure that product integrity is maintained for imaging and scanning.

- **Cases, Tray Packs or Display Packs:** if your product is merchandised in a case or traypack (i.e., candy, gum, etc.) send full case or traypack samples so that both the display and the individual item(s) may be properly entered into the CVS database.
- **When empty packaging will suffice:**
  - If packaging holds its shape without the product in it and/or if the product is not visible i.e., boxes, bottles, cans, jugs where product is not visible at all
  - If package is a "comp" or prototype

- **Gladson Interactive RETURN POLICY:**
  Unless requested, product samples will not be returned to you. Gladson Interactive keeps product samples in inventory for 45 days after database entry for quality control. After 45 days, product samples are donated to charity or disposed. If you wish your items to be returned to you, please let Gladson Interactive know when you send them in. Please provide your Fed-Ex, UPS or Airborne account number for return shipping – otherwise, *Gladson Interactive will not return your product* .

Thank you for your help.

Marita Rigolizzo
Senior Planogram Designer
CVS Caremark
(401) 770-5656

DATA ENTRY REQUEST

Gladson *and Associates*

Client: ___CVS/Pharmacy_____

Contact Name: _Marita Rigolizzo_

Phone Number _401-770-5656_

Today's Date: ____/_____/_____

Processing Time: Within 15 Days of Receipt

_____
Signature of person requesting service

Category	Qty

Special Requests:

_____

_____

_____

_____

_____

Ship Products to:
Gladson & Associates
1973 Ohio Street
Lisle, IL 60532

Are Any Products On Hold?

☐   Yes (List products on separate sheet)
☐   No

Release Date for "On Hold" _____

Are Products to be returned?
If account number is not included product will not be returned

☐   No

Product Shipping Method

☐   Fedex Priority Overnight
☐   Fedex Standard Overnight
☐   Fedex Express Saver
☐   Other Please Specify _____

Account Number: _____

Where should products be shipped?

Address: _____

_____

Attention: _____

Requested By: _____

For Gladson Use Only

Client Status _____

Date Received _____/_____/_____

Date Entered _____/_____/_____

Scan Date _____/_____/_____

DBQA Process Date _____/_____/_____

Job Number _____

Initials

Production Priority

☐ Rush
☐ Normal
☐ Low