



NEW VENDOR FORM			
COMPANY INFORMATION			
Name:			Date:
Phone:		Fax:	
Address:			
City:		State:	ZIP:
Years in Business:	Web Address:		
Image Portal/Website Adress:			
User ID:		Password:	
CONTACT INFORMATION			
Name of In-House Sales Rep:			Phone:
Email:			
Accounts Receivable:			Phone:
Email:			
OUTSIDE SALES GROUP			
Company:			Phone:
Name of Sales Rep:			Phone:
Email:			
PRICING STRUCTURE			
Dealer % Off of MSRP:		Distributor % Off of Dealer:	
DISTRIBUTOR REQUIREMENTS			
Opening Order Minimum:		Re-Order Minimum:	
Annual Order Requirement:			
Freight Program:			
Co-Op Program:			
Terms:			
Volume Rebate Program:			
Case Pack Requirements:			
MAP Policy:			
How Do You Enforce/Police MAP?			
Export Limitations/Restrictions:			
Internet Retail Limitations/Restrictions:			
Inventory Dating or Stock Balance Program:			
DEALER DIRECT REQUIREMENTS			
Opening Order Minimum:			
Re-Order Minimum:			



NEW VENDOR FORM

Annual Requirement:

Freight Program:

Co-Op Program:

Volume Rebate Program:

Terms:

Case Pack Requirements:

What If Dealer Does Not Meet Minimums?

RETURN/ WARRANTY POLICY

Should Dealers Return Defective Items Directly to You?

Do You Require a Return Authorization For Returns?

Do You Repair, Replace or Credit?

Return/Shipping Address:

City:

State:

ZIP:

MISCELLANEOUS INFORMATION

Please Disclose Any Other Distributors You Use:

Do You Give Leads to Your Distributors?

Do You Advertise?

How Often?

Where Do You Advertise?

Who Are Your Direct Competitors?

ADDITIONAL INFORMATION

Required:

- Full Price List – this should include MSRP, dealer price and distributor price in an electronic format (Excel/PDF)
- List of Top Sellers – top 10 or 15 best selling items
- Recommended Items – 10 or 15 items you would recommend for Moteng to stock/offer
- Copy of Full Return Policy/Procedure
- Any Other Necessary Paperwork Required For Moteng to Become a Distributor

Optional:

- Samples
- Electronic Images – if there is no image website or portal
- Catalog – electronically if available, if not a hard copy
- Copy of Full Return Policy/Procedure