



## NEW VENDOR FORM

### COMPANY INFORMATION

Name:		Date:	
Phone:		Fax:	
Address:			
City:		State:	ZIP:
Years in Business:	Web Address:		
Image Portal/Website Address:			
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:
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### 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:



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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