

## F.L. Roberts New Business Partner Requirements

Congratulations on being chosen as a business partner with F.L. Roberts. In order to properly set-up our business arrangements, we'll need you to fill out the following details, along with sending the required documents.

Complete this form and send the required documents via email to:

Alan Dean

[adean@floberts.com](mailto:adean@floberts.com)

- Legal Name of Business:
  
- Accounts Receivable Contact
  - Name:
  - Email:
  - Office:
  
- Payment Terms:
  
- Main Product Categories:

### Documents:

- F.L. Roberts Item Authorization Form
- W9
- Credit Policy of your company
- Signed copy of the F.L. Roberts Vendor Policy

### **F.L. Roberts Contact Information:**

#### Mailing Address

93 West Broad Street  
Springfield, MA 01105

### Accounts Payable Contact

- Name: Kimberly Vaillancourt
- Email: [kvaillancourt@flroberts.com](mailto:kvaillancourt@flroberts.com)
- Office: 413-642-9145

### **F.L. Roberts Vendor Policy**

#### **Vendor Policy:**

1. Vendors may only make deliveries between the hours of 5:00am and 6:00pm.
2. Vendors must not park in prime customer parking space that is reserved for customers.
3. Vendors must inform the employees they are here for a delivery and provide a copy of the invoice before they start delivering product.
4. Vendors must sign our Vendor Log before they begin the delivery process.
5. The invoice will be a detailed list of products that we must account for.
6. Vendors must place their product in an area specified by our employee.
7. Employees are required to inspect each case.
8. Once we have accounted for all products, we'll provide a signature for your invoice and expect to receive a duplicate copy.
9. Only one vendor is allowed in the store at one time. We will check-in the vendors in the order they arrived.
10. Please be patient as we may need to service customers prior to checking you in. We recognize the importance of providing an efficient check-in process and will strive to do so.
11. All boxes must be flat, broken down as you exit. Boxes or crates must be inspected before leaving.
12. Please store any backstock products where directed.
13. Keep your area safe during your visit.
14. All items must be authorized in advance of delivery. Items not authorized will be refused at the time of delivery. To authorize an item you must complete the F. L. Roberts Item Authorization Form.
15. F.L. Roberts requires 21-days advance notice of cost increases. These increases must be submitted on the F.L. Roberts Item Authorization form.

#### How to handle missing product:

1. We cannot allow vendors to substitute missing product. Please write a separate credit invoice if this occurs.

I understand the F.L. Roberts policy and agree to abide by its terms.

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

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

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

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