

NEW VENDOR

VENDOR	
REP. NAME	
DATE	
OFFICE CONTACT	

LEAD TIME (INITIAL P.O.)

LEAD TIME (RE-ORDERS)

LEAD TIME (SPECIAL ORDERS)

TERMS (RE-ORDER AND SPECIAL ORDERS)

TERMS (INITIAL ORDER)

DIAMOND QUALITY

.....

STOCK BALANCE PRIVILEGES (TEST PERIOD, ONGOING, AND YEARLY)

.....

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CANCELLED SO'S/RTV AGREEMENT

DISPLAYS

SUPPORT MATERIAL

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RETAIL PRICE LIST?

OTHER RETAILERS IN THE AREA:

.....

..... YES NO

SEND EXCLUSIVITY/DISTRIBUTION AGREEMENT?

WEBSITE ADDRESS

INTERNET POSITION/PARTICIPATION

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PRICE CHANGE NOTIFICATION/POLICY

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MEMO SUPPORT/AGREEMENT

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NEW VENDOR (PAGE 2)

ORDER SAMPLES TO AUDIT QUALITY? YES NO

SEND QUALITY AGREEMENT (RETURN INITIAL ORDER IF _____ % REJECTIONS OR
RE-ORDERS AT _____ % FOR CHECK REIMBURSEMENT)

YES NO

SEND PERFORMANCE AGREEMENT (IF LESS THAN ____ X TURN WITHIN _____ MONTHS
RETURN FOR CHECK REIMBURSEMENT)

YES NO

CO-OP PARTICIPATION

OTHER INFORMATION

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