

Local Goods Catalog *sponsored by the Sanderson PTO*

VENDOR APPLICATION FORM 2014

(for office use only)

Category

Item Number

All vendors, new or returning, must fill out this form to update our data base.

Please keep a copy of this form for your records.

VENDOR CONTACT INFORMATION:

Vendor or Business Name: _____

Contact person (if needed): _____

Address: _____

Mailing address (if different): _____

City/State/Zip: _____

Phone: _____ e-mail: _____

If you can not receive information by email please check here. _____

SAME AS LAST YEAR: If you can check these 5 items your form is complete.

☐ exact same product

☐ exact same picture

☐ exact same contact information

☐ exact same price

☐ exact same percentage to the PTO

If any of these have changed, please fill out the appropriate information on this form.

NEW OR ALTERED PRODUCT OR SERVICE INFORMATION:

Description: *This information will be in the catalog. We may edit this for space. Please use the reverse side of this paper if necessary.*

Wholesale price: _____ **Retail price:** _____

The retail price is the printed price in the catalog which the customer pays. The wholesale price is what you, the vendor, will get for the product or service. The difference is what the PTO keeps. Vendors have contributed a range of 20% to 100% to the PTO. Angels, those who contribute 100%, have special recognition in the catalog.



INSTRUCTIONS:

☐ Fill out this form completely

☐ Submit this form before July 25

☐ Provide a photograph of your product:

☐ Check here to use last year's picture

☐ Check here to ask us to take a picture.

Forms and photos can be dropped off at Ashfield Hardware, mailed to Local Goods, P.O. Box 194, or e-mailed to lintaylor@verizon.net.

Check the website, ashfieldlocalgoods.com for more info.

More vendor forms available there to download

Still have questions?: email vendors@ashfieldlocalgoods.com or call Nancy at 628-3299

PHOTO INSTRUCTIONS

If you have a high quality color photograph:

Either digital or paper photographs can be submitted. Digital photos can be e-mailed to lintaylor@verizon.net. Traditional photos can be sent to Linda Taylor at P.O. Box 194, Ashfield, MA 01330 or dropped off at Ashfield Hardware

If you would like us to create the photo:

Contact Linda Taylor at 628-3959 or lintaylor@verizon.net.

Digital Photo specifications:

300 dpi at least 4" x 6"; Format can be jpg, tiff, or pdf. Gif's or images from websites are too low in resolution. Please do not place a picture in Word.

Be sure to focus on the important object. Include the entire object in the picture. Keep any background simple. Be sure the object stands out from the background.

► IMPORTANT DATES:

This form due: by July 25

Catalog Circulation: Late Sept–Nov 5.

Distribution: Saturday, December 6, 9:30 AM

— Thank you very much for supporting the students at Sanderson Academy. —