



TrucknTow.com, Inc.

14300 Schaefer Hwy. Detroit, MI 48227 Tel (888) 918-8150 Fax (313) 935-4653
www.truckntow.com

Revised March 2008

Dear Potential Vendor,

TrucknTow.com can consider your product line for addition to our catalog and website. Attached, you will find our Vendor Information Packet. Please take the time to read the packet and completely fill out the necessary forms. An authorized agent of the vendor must sign the acknowledgement on the bottom of page 2. Please return the form by fax to 313-935-4653 or email to purchasing@truckntow.com. Please be sure to read the art requirements and send the necessary art to us promptly.

Our next deadline for submission of new products is **June 9, 2008**. All product information, vendor applications, and artwork must be in our office no later than this date. Information received after this date will not be considered until the next publishing date (normally 90 days).

If you have any questions, please feel free to send me an email and I will respond promptly. Thank you for giving this your immediate attention. We look forward to a long and profitable relationship.

Sincerely,

Scott Silberman
Purchasing Director
TrucknTow.com, Inc
Purchasing@Truckntow.com
313-935-9345 ext 216



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Vendor Information Sheet

In order to promote the most efficient and cost effective manner of conducting business with our company, we have compiled the following vendor information sheet. We firmly believe that communication is the most important aspect of the vendor relationship. All of our policies and procedures are designed to enhance communication. We have very simple procedures and ask that all vendors attempt to adhere to the following:

Designated Inside Sales Contact. Each vendor should provide the name of at least one Designated Inside Sales Contact. Our inside sales contact should be familiar with all aspects of our account including pricing, procedures, promotions, payments, discounts, freight policies, etc. This person should be able to serve all of our account needs.

A Purchase Order must accompany all orders. The Purchasing agent generates purchase orders and an electronic copy (either fax or e-mail) of the order should initiate the process. All purchase orders must be verified and a PO Confirmation must be generated by the vendor and faxed or emailed back to our office. Each PO should be verified for the proper vendor part number, cost, quantities required delivery date, payment terms, freight instructions, and any special requirements. It is very important that this information be accurate in our system prior to receipt of any merchandise. Computer generated order confirmations are acceptable provided there is no change or update required. Purchase orders that require correction must be faxed back with the corrections noted and highlighted.

Failure to properly confirm purchase orders may result in a delay of payment.

Required Delivery Date Please ship merchandise to arrive as close to the Required Delivery Date as possible. Never ship merchandise to arrive more than two days before the required delivery date given on the purchase order. Required delivery dates that cannot be met by the vendor must be noted on the confirmation and a new firm date given.

All regular Shipments must be accompanied by a packing list showing our purchase order number and referencing both the vendor and TrucknTow part number. Never include an invoice with any shipment. Do not print the purchase price of the merchandise on any paperwork included with the shipment.

Freight In cases where the vendor does not prepay Freight, routing instructions will be provided on the purchase order. Failure to follow routing instructions may result in a delay of payment on the vendor invoice. Vendor assumes all responsibility for freight charges if routing instructions are not followed. Freight inquiries should be directed to routing at extension 210.

Drop Shipments Drop Shipments play a critical role in our model. Vendors that provide drop ship orders should follow the same confirmation and shipment instructions. Invoices and proof of shipment should be forwarded as soon as possible via fax to 313-935-4652 or by email to acctspay@truckntow.com. It is exceptionally important that no price information accompany a drop shipment. All customer information provided to the vendor for the purpose of drop shipment is the sole property of TrucknTow.com, Inc. By accepting a drop ship order, the Vendor agrees not to use any of the customer information provided for any reason without the express written consent of TrucknTow.com.

TrucknTow accepts Invoices via fax at 313-935-4653 attn. AP, e-mail to or regular mail. All invoices are posted in our system within twenty-four hours of receipt. Invoice aging begins from the date we receive the invoice or the date the merchandise is received, whichever is later. Payable inquiries should be directed to Kathy Fisher at extension 212.

From time to time as necessary TrucknTow will Return Merchandise. Vendors must provide a clear policy on the method and terms of returns. All returns will be pre-authorized by the vendor and accompanied by a return purchase order. All authorized returns must be confirmed in the same manner as a purchase order. Once the merchandise has been received and accepted by the vendor, a separate credit memo referencing our return purchase order number, restocking fee (if applicable), quantity and part numbers should be sent to accounts payable.

Failure to issue credit memos promptly may result in a delay of payment.

Your cooperation in meeting these simple requirements will aid us in meeting our ultimate goal of 100% customer satisfaction. It is our philosophy that vendor support, cooperation, and communication are paramount to reach that end. If you have any questions regarding these procedures, please feel free to contact the purchasing department.

Acknowledged by:

X

Sign, print name and title, date



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Vendor Information Request Form and Bid Sheet	
Vendor Name	
Remittance Address 1	
Remittance Address 2	
City	
State	
Zip Code	
Contact Information	
Outside Representative	
Inside Sales Contact	
Accounts Receivable Contact	
Telephone with Ext	
Sales Fax Number	
E-mail Address	
Website Address	
Payment Terms	
Advertising Allowance (%)	
Minimum Order (\$)	
Freight Allowance	
Drop Ship (Y/N)	
High Resolution Art (Y/N)	
Prices Firm Thru	
Accept PO via Email (Y/N)	If Y please specify address:

