

IMPERIAL DISTRIBUTORS / VENDOR SET-UP SHEET

Vendors: Please fill in the fields as indicated by the arrow (→)

FOR ACCOUNTS PAYABLE:

New Vendor:

Date: _____

Vendor Change:

Keyed: _____

VENDOR NUMBER: _____

→ **VENDOR NAME:** _____

→ **REMIT TO ADDRESS Line 1:** _____

→ **REMIT TO ADDRESS Line 2:** _____

→ **REMIT TO ADDRESS Line 3:** _____

→ **CITY:** _____ **STATE:** _____ **ZIP:** _____ - _____

→ **PHONE NO.:** _____

→ **FAX NO.:** _____

→ **EDI CONTACT & PHONE:** _____

SALES REPRESENTATIVE

→ **FIRST NAME:** _____ **LAST NAME:** _____ **COMPANY:** _____

→ **REP ADDRESS Line 1:** _____

→ **REP ADDRESS Line 2:** _____

→ **REP ADDRESS Line 3:** _____

→ **CITY:** _____ **STATE:** _____ **ZIP:** _____ - _____

→ **PHONE NO.:** _____

→ **FAX NO.:** _____

→ **E-MAIL ADDRESS:** _____

→ **PAYMENT TERMS:** _____

→ **SHIP MIN.:** _____

→ **SHIPPING POINT:** _____

→ **FREIGHT METHOD:** Prepaid/ FOB Orig/ Other (Explain): _____

TYPE OF VENDOR: Regular Temp Alt Source

HBC=001 FASHION=002 GM=003 OTHER=004

→ **DAMAGE POLICY:** SCAN & SAVE FOR CREDIT ACCEPTS RETURNS ON MFR DISCONTINUED ONLY (Code D)

SPOILS ALLOWANCE

OTHER (Explain): _____

BUYER APPROVAL: _____

COPIES TO: ACCOUNTS PAYABLE, BUYER, RECLAMATION CENTER



To Whom It May Concern:

All vendors doing business with Imperial Distributors, Inc. need to supply us with a certificate of insurance. It must clearly provide the following minimum acceptable standards of liability, with carriers rated "A" class IX or better by A.M. Best's rating service:

General Liability:

- ◆ \$1,000,000 Each Occurrence
- ◆ \$2,000,000 Product/Completed Operations
- ◆ \$2,000,000 General Aggregate
- ◆ \$1,000,000 Personal/Advertising Injury
- ◆ \$ 100,000 Fire Damage Legal
- ◆ \$ 10,000 Medical Payments

Imperial Distributors, Inc. shall be named as an additional insured on each policy.

Please have the certificate sent to my attention.

Thank you, in advance, for your prompt attention to this matter.

Sincerely,

Gayle B. Alfreds
Credit Manager

Please mail, fax, or email to:

Imperial Distributors, Inc.
Attention: Gayle Alfreds
33 Sword Street
Auburn, MA 01501

Phone: 508 756-5156 ext 2133
Fax: 508 799-7221
Email: galfreds@imperialdist.com