

INTERSCAPES INC Vendor Expectations

1. All of our vendor sales people must be given a tour of our shop and educated on how and why we do what we do.
2. We must go through our requirements for our vendors.
3. We must know any of our vendor's limitations or any requests they have of us.

What we need

1. We need emailed and or faxed confirmations with the cost, delivery date to our dock or when we can pick it up, along with any back order information. We need this ASAP after we place our order.
2. If anything changes with an order from the original confirmation sheet [shipment date , back order ??] We must be notified ASAP.
3. When we are awarded a job we will do an estimated order for any Plam, PVC & SSM. And so on. This will be done even before our shop drawings are done so it is truly and estimated Guess. Our goal in doing this is to make sure we have the materials available when we need them. Due to the fact we will not start a job if we do not have all the materials. BEING that most of our suppliers rarely have the finish selections we need in stock we Pre order. Then after the shops are completed and we start doing our take off for part we will add to our previous order. WITH THIS IN MIND we have a desire to be able to give you orders in advance with a ship date that is in the future so that you will have time to get us what we need when we need it. Without us having to sit on the materials for 1-3 weeks before it is used.
4. Being that we do these estimated Pre-orders we sometimes over estimate our quantities. So we have a internal return policy of every Thursday checking for over stock of completed jobs and calling in Pickups from our suppliers.
5. We desire to have a 45 day Min return policy on all stock items with no restock fee.
6. Shop grade materials should not be shipped to our dock unless the materials have been approved by the person that ordered them.
7. Our aim is to have frank and open discussions with our suppliers about their performance with us. We promise to tell you when you are doing a good and or poor job. And we like wise would like to hear from you what we could do better to make your lives easier.
8. We expect that you will keep your prices as competitive as possible and that you will notify us in advance of any price increases or [decreases]
9. We need to know how late in the day we can get a order into you under normal circumstances.
10. We need to know who and how we should contact for emergency orders. Cell phone, email
11. If possible We would like a person at your city desk that we could call, fax or emails orders into so that we could have consistency with our orders.
12. We are open to you coming in to our shop and stocking our shelves with your products and depending on the order size and cost billing us on a when used basis VS when ordered.
13. It is very important that both parties clearly communicate it's desires. Our goal is mutual profitability.
14. Honest is the best policy with us, please make sure that all communication with our company is Fair and Honest. Do NOT promise something you know you cannot deliver on. And likewise don't give us a longer or larger than expected delivery date or quantity of material.
15. We would expect that our vendors will share cost saving advise with us from Quantity discounts to substitutes that could replace more expensive materials.

Vendor information sheet for Interscapes Inc. Please fill out and return to Peter@interscapes.us

Vendor's Name _____

Vendor's sales person's name _____

Vendor's sales persons contact information

Email address _____

Office phone # _____

Cell phone # _____

Fax # _____

Who should we call if you are not available when we have an urgent situation?

Name _____

Office # _____

Cell phone # _____

Email address _____

How, where and who should we place every day orders with. Our desire is to go with a emailed PO # in the coming months.

Name _____

Office Phone _____

Email Address _____

Cell phone _____

Fax number _____

Special instruction for Interscapes to remember about your company _____

