

# Garnett Component Sales, Inc.

## Representation Inquiry Form

2824 Penfold Lane | Wake Forest, NC | 27587 | 919-562-5158 [www.garnettcomponentsales.com](http://www.garnettcomponentsales.com)

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*Long-lasting relationships are beneficial for customers, manufacturers and representatives alike. Garnett Component Sales uses the information below when considering a partnership for representation with a new principal. The information exchanged will help both sides build a strong foundation, leading to an enduring relationship between the manufacturer's representative and the principal.*

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Company

Name

Title

Email Address

Phone

Mailing Address

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### Contracts & Territory

Which territory is currently under review?

How have you covered this territory in the past?

Do you presently have a representative in this area?

Has your current representative been notified of your intentions to change?

Why did you decide to change your representation?

Is this an exclusive territory?

Do you have house accounts?

Do you distribution partners? If so, who?

What is the run rate in this territory? (average of last five years sales)

Does your company have a standard contract? If so, may we see a copy of it in advance?

What are your current sales in the territory?

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## History

Is the company incorporated? If yes, what kind of corporation?

If a corporation, are you publicly traded?

When was the company established?  
Where?

Describe the organization and management of the company.

What are your domestic sales?

What are your international sales?

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## Demonstration Policy

Do you provide demonstrators or samples at no cost to the representatives?

What are your shipping policies for demonstrators or samples?

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## Sales Support

What do you have in the way of sales support for the representative?

Do you encourage factory marketing and technical staff to make field sales visits to the territory to visit customers with the representative?

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## Training Policies

What programs do you have for training?

Do you pay expenses of representatives attending training sessions at your factory?

What is your program for keeping the representative informed of new capabilities?

Do you provide training for any software programs?

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## Commissions

What is the commission rate?

Do you pay commission on invoices or receivables?

Do you have an incentive program for pioneering a line? Are you willing to pay a retainer fee if no existing sales are present?

Do you have a split commission policy? If so, what is it?

What is your policy on commission if you are required to offer a discount?

Do you have an incentive program that includes direct compensation for our sales people?

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## Representative-Principal Relations

Do you have a rep council?

Do you have representative-principal planning meetings?

Do you have representatives on your New Planning Committee?

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## Termination Procedures

What are your terms of termination?

Does your termination policy increase with years of service?

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## Marketing & Advertising

Do you provide any type of marketing services? Leads?

Do you provide literature, in quantity, at no charge?

Do you have direct mail campaigns?

Do you qualify sales leads?

Do you provide financial support and products for representatives attending local trade shows?

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## Communications & E-Commerce

What hardware/software does the representative need to be compatible with your system(s)?

Do you accept orders over the web?

Do you have a rep intranet?

How are your reports generated, submitted and discussed/reviewed?