

St. Martin America, Inc.
New Dealer Set Up



Process:

1. Send in new dealer set up form for approval with pictures of location(s) and displays to dgeiler@smartincabinetry.com
2. Complete and send in signed dealer agreement, credit card authorization and sales tax exemption form to dgeiler@smartincabinetry.com
3. Send in display approval forms (if applicable). You may submit display orders for approval with signed dealer agreement.

Remember, our goal is to set up displaying dealers that have the resources necessary to grow with us and to promote our brand in the marketplace.

Representative Name:

Customer Name and Address:

Customer Shipping Address:

Owner's Name and Address:

Additional helpful comments or remarks (things we should know):

Email Address:

Website:

Task

- A. Dealer agreement signed and sent to SMA
- B. Dealer contact List Submitted to Customer Service
- C. Merchandising Package Ordered
- D. Display Order Pre-Approval form submitted for approval
- E. Training Plan Executed
 - a. Spec book Review
 - b. Design Software Review
 - c. SMA Policies Reviewed
 - d. SMA Competitive Advantage Review
 - e. SMA Company Review - Key Personnel and Contacts

Date Scheduled

Date Completed

- F. Annual Sales Volume Projection _____

Information: This area must be completely filled in before account will be set up.

Spiff Requested?

- G. Additional Key Lines Carried _____

Annual Purchases _____

**Commercial
Location?**

a. _____

b. _____

c. _____

d. _____

20/20 Design?

- H. Credit Requested: _____

Prokitchen?

- I. Number of showroom locations _____

Multiplier SM:

- J. Number of designers/sales personnel _____

Please make sure it is at
or above territory minimum

- K. Lead information (i.e, cold call, factory lead, referral etc) _____

Multiplier TB:

Please make sure it is at
or above territory minimum

Representative Signature and Date

Approval Signature and Date

Representative _____

National Sales Manager _____