

# Local Goods Catalog 2019 *sponsored by Sanderson Academy PTO*

(for office use only)

## VENDOR APPLICATION FORM

Category

Vendor No.

**All vendors, new or returning, must fill out this form to update our data base.**

*Please keep a copy of this form for your records.*

### VENDOR CONTACT INFORMATION:

Vendor or Business Name: \_\_\_\_\_

Contact person (if needed): \_\_\_\_\_

Address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

e-mail: \_\_\_\_\_ If you do not receive information by email check here. \_\_\_\_\_

### SAME AS LAST YEAR : **If you can check these 5 items your form is complete.**

exact same product

exact same picture

exact same contact information

exact same price

exact same percentage as last year to the PTO (20%, minimum)

*If any of these have changed, please fill out the appropriate information on this form.*

### NEW OR ALTERED PRODUCT OR SERVICE INFORMATION:

**Description:** *This information will be in the catalog. We may edit this for space. Please use the reverse side of this paper if necessary.*

\_\_\_\_\_

\_\_\_\_\_

**Wholesale price:** \_\_\_\_\_ **Retail price:** \_\_\_\_\_

*The retail price is the printed price in the catalog which the customer pays. Wholesale price is what you, the vendor, will get for the item. The difference is what the PTO keeps. Vendors have contributed a range of 20% to 100% to the PTO. Retail prices should be whole dollars.*

*Angels, those who contribute 100%, have special recognition in the catalog:*



### INSTRUCTIONS:

**Fill out this form completely**

**Submit this form before April 1**

**Provide a photograph of your product:**

*Check here to use last year's picture*

*Check here to ask us to take a picture.*

Forms & photos can be dropped off at Ashfield Hardware, Sanderson Academy office, or mailed to Local Goods, c/o Linda Taylor, P.O. Box 194, Ashfield MA 01330

**Check the website, [sandersonlocalgoods.com](http://sandersonlocalgoods.com) for more info or to download a vendor form.**

**Still have questions?:**

contact Cara Chandler: Cell: 203-382-3335,

Email: [Cara\\_e\\_chandler@yahoo.com](mailto:Cara_e_chandler@yahoo.com)

### PHOTO INSTRUCTIONS

**If you have a high quality color photograph:**

Either digital or paper photographs can be submitted. Digital photos can be e-mailed to [sandersonpto@gmail.com](mailto:sandersonpto@gmail.com) Paper photos can be sent to P.O. Box 194, Ashfield, MA 01330 or dropped off at Ashfield Hardware

**If you would like us to create the photo:**

Contact Linda Taylor at 628-3959 or email [sandersonpto@gmail.com](mailto:sandersonpto@gmail.com).

**Digital Photo specifications:**

300 dpi at least 4" x 6"; Format can be jpg, tiff, or pdf. Gif's or images from websites are too low in resolution. Please do not place a picture in Word.

Be sure to focus on the important object. Include the entire object in the picture. Keep any background simple. Be sure the object stands out from the background.

### ▶ IMPORTANT DATES:

*This form due: by April 1, 2019*

*Catalog Circulation: Aug. 28–Oct 11*

*Distribution: Saturday November 16, 2019 at 9:30 AM*

*— Thank you very much for supporting the students at Sanderson Academy —*