

# Forté

7508 Wisconsin Avenue, 4<sup>th</sup> Floor Unit 5, Bethesda, MD 20814; 301-657-2586; 301-907-9326 (f); [www.Fortébuyinggroup.net](http://www.Fortébuyinggroup.net)

## *Please take the following steps to present your Forté Program*

- 1. PLEASE CAREFULLY READ AND REVIEW THESE DOCUMENTS.**
- 2. PLEASE FAX OR EMAIL THIS SIGNED FORM ALONG WITH THE COMPLETED FORTÉ VENDOR WORKSHEET<sup>1</sup> AND VENDOR INFORMATION QUESTIONNAIRE<sup>1</sup> TO:**  
**Forté Buying Group**  
**Attention; Vendor Committee**  
**Email to: [jeff@Fortébuyinggroup.net](mailto:jeff@Fortébuyinggroup.net).**  
**Fax #: (301) 907-9326**
- 3. PLEASE SEND 10 CURRENT CATALOGS, PRICE LISTS & LITERATURE SAMPLES TO**  
**Forté Buying Group**  
**Attention: Vendor Committee**  
**7508 Wisconsin Avenue**  
**4<sup>th</sup> Floor Unit 5**  
**Bethesda, MD 20814**

**SHOULD YOU HAVE ANY QUESTIONS PLEASE CONTACT:**

**Jeffrey Valles**

**[jeff@Fortébuyinggroup.com](mailto:jeff@Fortébuyinggroup.com)**

**telephone: (708) 283-2770**

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<sup>1</sup> All Forté Vendor Program Files are available on the web at: [www.Fortébuyinggroup.net/become-a-vendor.html](http://www.Fortébuyinggroup.net/become-a-vendor.html)

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## VENDOR APPLICATION GENERAL INFORMATION

Firm Name: \_\_\_\_\_

Primary Forte Contact<sup>2</sup>: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

Contact's phone number: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Email: \_\_\_\_\_

Vendor's main phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Web Site: \_\_\_\_\_ Recommended/sponsored by: \_\_\_\_\_

How many years has the company been in business? \_\_\_\_\_

How many full time personnel work in customer service? \_\_\_\_ Technical support: \_\_\_\_

Annual sales volume of decorative plumbing & hardware products? \_\_\_\_\_

Does your Company have an MAP (Minimum Advertised Pricing) policy? \_\_\_\_\_ If YES, please attach the policy.

Does your Company have a Minimum Retail (Sales) Price policy? \_\_\_\_\_ If YES, please attach the policy.

Does your company sell directly to any of the following?

Builder \_\_\_\_ Developer \_\_\_\_ Designer \_\_\_\_ Architect \_\_\_\_ Installer \_\_\_\_  
Internet \_\_\_\_ Sales Representatives \_\_\_\_ Factory Sales Person \_\_\_\_ Direct Buying Clubs \_\_\_\_

If Yes to **Any** of the above, please describe in detail with attachment.

Does your company hire independent sales representatives? \_\_\_\_\_

Please attach a list of independent sales representatives or factory sales people contact information for all regions.

Percentage of North American Sales:

Sold by independent showrooms? \_\_\_\_\_ Sold by multi-branch independently showrooms? \_\_\_\_\_

Sold by distributors/wholesalers? \_\_\_\_\_ Sold by publicly traded multi-branch retailers? \_\_\_\_\_

I, \_\_\_\_\_ authorize Forte Buying Group to contact Forte Shareholders with whom I am currently doing business to verify volume and customer service capabilities

Authorized Contact Signature: \_\_\_\_\_ Dates: \_\_\_\_\_

**PLEASE RETURN THIS QUESTIONNAIRE AND THE COMPLETED FORTE VENDOR WORKSHEET AND VENDOR APPLICATION TO:**

**FORTE, 7805 Wisconsin Avenue, 4<sup>th</sup> Floor, Unit 5, Bethesda, MD 20814  
301-657-2586 telephone, 301-907-9326 fax, [jeff@fortebuyinggroup.net](mailto:jeff@fortebuyinggroup.net)**

<sup>2</sup> Forte Contact must have the authority to negotiate and sign all Forte documents for the vendor.



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### VENDOR PROGRAM APPLICATION

Company name: \_\_\_\_\_

**What is your Current?**

Discount program: \_\_\_\_\_

Rebate program: \_\_\_\_\_

Display program: \_\_\_\_\_

Freight program: \_\_\_\_\_

Co-op advertising program: \_\_\_\_\_

Inventory program: \_\_\_\_\_

Cash discount/payment terms: \_\_\_\_\_

### PROPOSED FORTÉ VENDOR PROGRAM

1. Proposed discount: \_\_\_\_\_

2. Proposed rebate: \_\_\_\_\_

2.a: The proposed rebate will be calculated by date of: Invoice \_\_\_\_\_ **or** Payment \_\_\_\_\_

3. Proposed inventory programs: *please be specific as to quantities, stock rotations, extended payment terms & discontinued product* (use additional paper if necessary).

\_\_\_\_\_

4. Proposed return program: \_\_\_\_\_

\_\_\_\_\_

5. Proposed display program: \_\_\_\_\_

\_\_\_\_\_

6. Proposed co-op advertising program: \_\_\_\_\_

\_\_\_\_\_

7. Proposed freight terms: \_\_\_\_\_

\_\_\_\_\_

8. What criteria will be used to evaluate and open new Forte accounts: *please be specific as to display, inventory and sales levels required*: \_\_\_\_\_

\_\_\_\_\_

9. How many Forté Shareholders have active accounts with you? \_\_\_\_\_ What was their sales volume for the past three years (*please fill out accompanying worksheet*).

10. How will the program be implemented for Forté Canadian Shareholders? \_\_\_\_\_

\_\_\_\_\_

11. Date program is submitted: \_\_\_\_\_



## Forté Terms and Conditions

1. Confidentiality: All Forte negotiations are restricted to ownership and top management of the submitting vendor and designated Forte representatives. Any exceptions must be clearly identified to and approved by Forte.
2. Forté Vendors must manufacture and or import<sup>3</sup> decorative (premium and luxury) plumbing or hardware products.
3. Forté Vendors are to submit electronic reports no later than the 10<sup>th</sup> of each month following the reporting period, e.g. January reports are due by February 10th. Each report must provide the following information: purchase order number, invoice number, invoice date, the gross invoice amount invoice freight amount, discount taken, if any.
4. All Rebates must be calculated on the gross invoice sales minus freight.
5. Forté payment terms are a 2% cash discount for invoices dated between the 1st and 15th of the month that are paid by the 10th of the following month. Invoices dated between the 16th of the month and the last day of the month that are paid by the 24th of the following month. Paid means postmarked not received.
6. Forté Vendors must submit payment of rebates and a 2% administrative fee of net volume within 10 days of the end of each quarter. First quarter payments are due April 10, second quarter payments are due July 10, third quarter payments are due October 10 and fourth quarter payments are due January 10.
7. Forté is not responsible for any past due accounts. No unpaid invoices of any kind can be deducted from any Forté payments.
8. Forté is not responsible for any late payments or other charges to its shareholders from Forté Vendors.
9. Forté Vendors are required to attend the Annual Forté Conference with an authorized senior executive representative with decision-making authority. Failure to attend the conference will result in a \$2,500 fine.
10. Any changes that reduce an approved program category and/or add new products to a previously approved program will require the Vendor to resubmit a new program application to the Forté Vendor Committee for approval.
11. All proposed new vendor applicants must submit a \$2,500 application fee with the application in order to be considered. (This fee will be refunded if the application is not approved.)
12. All Vendor programs will automatically be renewed for successive two-year terms unless either party submits advance written notice of termination at least 60 days prior to the end of each term. All vendor notices must be sent to the Forté office "Attention Vendor Contracts" 60 days prior to the end of each term if changes are to be considered.

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<sup>3</sup> Please note agreement with manufacturer is exclusivity for sales in North America.



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13. Should this proposal be accepted by the Forte Vendor Committee and agreed to by the proposing vendor; all notifications outside of the vendor’s ownership and top management must be made after all Forte contracts are signed and Forte shareholders have been notified by Forte. Any vendor notifications of any kind concerning Forte must first be submitted and approved in writing by Forte.

I acknowledge and confirm that my company understands and agrees to meet the requirements of being a Preferred Vendor in the Forté Buying Group, Inc., if accepted. Submitting this application form does not guarantee acceptance as a Forté Vendor.

I, \_\_\_\_\_, authorize Forté Buying Group to contact Forté Shareholders with whom I am currently doing business to verify volume and customer service capabilities

Senior Executive Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name of Executive: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_