



Universal Business Solutions

Fulfillment & Distribution Application

Company Name: _____ Date: _____

Principal Contact: _____

Principal Contact's Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone#: _____ Cell #: _____ Fax#: _____

Website: _____

Type of Product: General Medical Aesthetic

Description of Product(s): _____

Do you need fulfillment for International purposes? _____

If yes, what country (countries)? _____

UBS Use:



Customers	
Is there an existing customer database? If yes, can it be sent in an Excel spreadsheet format?	
Sales Reps	
Are there existing sales reps? If yes, how many?	
Will UBS be responsible for supporting reps by shipping samples, shipping/emailing literature, calculating commission, creating commission reports, etc.?	
Order Receipt	
How will UBS be receiving orders, e.g. phone, fax, email, etc.?	
Is there an established toll-free number? If yes, will calls be automatically forwarded to UBS?	
Who will be calling UBS with orders, e.g. customers, sales reps, staff, etc.?	
Shipping	
Is there an established shipper account?	
Will UBS be asked to ship inventory other than for customer orders, e.g. samples, trade show, etc.?	
Inventory	
How many items are on the product list? (Price list needed)	
How much product will have to be stored?	
How do we request product?	



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Sales Tax	
Are there any existing sales tax registrations in any states?	
Order Processing	
Is there an existing order form? If yes, will UBS info be added?	
If no, will UBS be creating an order form for customer use?	
Is there a minimum order requirement, e.g. 1 case, 1 dozen, etc.?	
Are purchase order numbers necessary?	
Are the customers primarily hospital or medical facilities?	
Payment Processing	
What payment terms will be offered, e.g. 30 day, credit card, personal checks, ACH, etc.?	
Will UBS be processing credit card payments?	
Will customer payments be deposited directly to client account? If yes, is ACH/electronic check payment available?	
If terms are offered, will UBS be responsible for collections?	



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Commission	
Will UBS be paid commission on sales? If yes, what percentage or per unit amount?	
Customer Service	
Will UBS be expected to handle technical questions? If no, where will those calls be forwarded?	
Marketing	
Will UBS have any marketing responsibilities, e.g. document review, printing, trade show involvement, shipping related to marketing events?	

Once the application is completed, please fax to 610-317-1672 or email jfaust@ubsaesthetics.com. If you have any questions, please call (800) 925-5022. We look forward to working with you.

Universal Business Solutions
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