



## Product Sourcing Request Form

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Please fill out each line as it applies to your business. The information contained is confidential and for the in house use of Shadstone Associates, Inc only.

It's required that all fields be filled in. Without the information asked for, we will not be able to process your request.

As professionals, and because of the business we are in, we're sure you understand our need to deal only with qualified individuals and businesses.

### COMPANY INFORMATION

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

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

\_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*(If different)*

\_\_\_\_\_

\_\_\_\_\_

Contact Name /Position: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

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

Fax: \_\_\_\_\_

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**CREDIT INFORMATION**

# Years in Business \_\_\_\_\_

Banking Institution: \_\_\_\_\_

Bank Contact: \_\_\_\_\_

Bank Telephone # \_\_\_\_\_

Three Credit References:

1 \_\_\_\_\_ Tele# \_\_\_\_\_ Contact \_\_\_\_\_

2 \_\_\_\_\_ Tele# \_\_\_\_\_ Contact \_\_\_\_\_

3 \_\_\_\_\_ Tele# \_\_\_\_\_ Contact \_\_\_\_\_

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**PRODUCT SOURCING INFORMATION**

List all products and quantities you have an interest in importing or sourcing.

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Are you currently importing these or other products from China?

( YES ) ( NO )

If yes, please list products \_\_\_\_\_

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If yes, why are you seeking another source for your material?

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How soon do you need these goods?

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## CONSULTING FEE ACKNOWLEDGEMENT

Shadstone Associates, Inc. charges an up front fee because we have spent much time, effort and money, compiling information on international as well as domestic sources. This knowledge is gained because we put in the time on the telephone, computer, and in some cases visited the factories we deal with. Our experience, knowledge, and network will be a great investment in saving you time and effort – while maximizing bottom line results.

This \$500 (50% refundable upon receipt of your first purchase order), goes along with our Product Sourcing Request Form. We need this form, because it gives us information about you and your company. The questions asked are fair, and help us in making an informed business decision. Providing us with the information we request, helps us to determine if you are a serious potential client.

The consulting fee is for time spent on your request. When you make a request for product (our RFQ form) information, you start the wheels of our machine turning. Every request has us contacting sources and making telephone calls, as well as time spent sending emails, faxes, and sometimes samples.

Once you pay the \$500 fee, and fill out the RFQ form, we contact you and start asking questions. We ask questions, because in our experience although the client has filled out the form, there just seem to be as many questions to be asked as have answered.

Once we receive and start processing the opening order, we will credit back to you \$250. That means when the order is sent to us, we will be responsible from receipt of order, order sent to manufacturer, quality control, order received in this country, and order delivered to your door. There may, or may not be some additional customs and or freight charges. If there are you will also be responsible for these.

I HEARBY UNDERSTAND AND AGREE TO A CONSULTATION FEE ISSUED TO SHADSTONE ASSOCIATES, INC.

Consulting Services Rendered on: \_\_\_\_\_  
(Date)

Amount: \$ 500.00

\_\_\_\_\_  
Name (Please Print)

X \_\_\_\_\_  
Authorized Signature