

## Distributorship Application Form

### BOOKSHOP DETAILS

Names of Bookshop

Names of the owners or directors

Reason of interest in distributorship

Which category of distributorship do you wish to apply for? <i>(See our website for details)</i>

### FINANCIAL ABILITY

Total sales value (Jan-Dec 2014)	<input style="width: 100px;" type="text"/>
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Total OUP sales value (Jan-Dec 2014)	<input style="width: 100px;" type="text"/>
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Average stock value (Jan-Dec 2014)	<input style="width: 100px;" type="text"/>
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Average stock value OUP products (Jan-Dec 2014)	<input style="width: 100px;" type="text"/>
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Value of bank guarantee you can obtain	<input style="width: 100px;" type="text"/>
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### BUSINESS CAPACITY

How many years have you been in the book selling business?	<input style="width: 50px;" type="text"/>
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List 3 key suppliers for your business and the period you have been trading with them

1.
2.
3.

List 5 key customers and the period you have been trading with them

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

What are the trading terms with the key customers?

Cash

Credit

How do you get the products to the customers?

Deliver to them

Collect from your premises

Does the business have transportation vehicles?

Yes

No

How many?

If you deliver who bears the cost of delivery?

Physical address of the business

Physical address of the warehouse

What is the size of your warehouse in square feet?

Is your business and warehouse premise leased or owned?

If on lease what is the remaining lease period?

What business system do you use to do your record keeping?

**MANAGEMENT EXPERIENCE**

Describe the current management structure, detailing the hierarchy of managers, supervisors and key staff and years of service in the business.

Who are the key decision makers?

Who is in charge of the daily running of the business and what is their designation?

How many staff do you have?

List the key staff and their designations

How do you plan to grow your business in the next three years? Please attach business plan if any

**Provide contacts of FOUR references. TWO suppliers and TWO CUSTOMERS**

Suppliers

1. \_\_\_\_\_

2. \_\_\_\_\_

Customers

1. \_\_\_\_\_

2. \_\_\_\_\_

**Declaration**

I hereby apply to be one of your distributors. I understand that any mis-statement or non-disclosure of any material information in this form will jeopardise my qualification.

Date \_\_\_\_\_

Signature \_\_\_\_\_