

4000 S. IH 35 Frontage, 7th Floor
Austin, Tx 78704

GUIDELINES FOR VENDORS

1.

APPLICATION FOR VENDORS SALES PERMIT TO CONTACT SCHOOL PERSONNEL

Date: _____

Company Name: _____ Company Phone No. _____

*Please attach your business card and/or company brochure to this application .

Address: _____

Email address: _____

_____ Direct Phone #: _____

Address: _____

Phone No: _____ Address: _____

If you want to sell to schools, fill out Section A. If this is for fund raising purposes, fill out Section B.

SECTION A

Brief description of product.

SECTION B (For fundraising purposes only.)

Description of product or service including range of unit costs and suggested retail costs, percentage profit earned by school, guarantees provided for product or service and other pertinent information.

How is the product marketed?

What services and support are provided school sponsors by vendor during the fundraising activity?

Can unsold merchandise be returned to the vendor and credit issued to school? YES NO

OFFICE USE ONLY

Circle one: APPROVED or DENIED for reason(s) listed below: _____

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