

## NEW LEAF DISTRIBUTING CALENDAR CONTRACT

Vendor Name: \_\_\_\_\_ Account no. (if you have assigned one to New Leaf): \_\_\_\_\_

### Phone Numbers & Contacts:

Ordering Address:

Payment Address:

Returns Address (no P.O. boxes please):

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E-Mail Contact: \_\_\_\_\_ (required) Website address: \_\_\_\_\_

Main Phone: \_\_\_\_\_ Orders: \_\_\_\_\_

Cust. Svc.: \_\_\_\_\_ Fax: \_\_\_\_\_

1 Account Representative: \_\_\_\_\_ Extension: \_\_\_\_\_

2 Credit Manager: \_\_\_\_\_ Extension: \_\_\_\_\_

### Purchase Order Info:

E-Mail address: \_\_\_\_\_ New Leaf requires that all purchase orders be sent via e-mail.

### Terms of Sale & Returns

- Discount off of retail: 55%
- Calendars are Returnable
- Vendor pays freight
- Returns will be made via affidavit
- You will receive your calendar affidavits no later than April 30<sup>th</sup> for all Calendar types
- Is a R.A. or a special label required when making overstock, damaged or defective returns? \_\_\_\_  
(New Leaf cannot supply invoice numbers on these returns)

### Terms of payment

New Leaf pays for calendars in three payments. The first payment is issued in December for 1/3 of the total amount due (providing 1/3 of the calendars have sold). The second payment for the next third is issued in January, and the final third is issued after you process our returns and send us a final statement reflecting the appropriate credit.

### Catalog information & Promotional Requirements

- Vendors are required to supply a graphic image in the form of a calendar cover or jpeg format and a descriptive blurb. Each cover image will need to be a .jpg file, in RGB format, 300 dpi, 2" wide. Descriptions can be no more than 950 characters long. Please e-mail graphics and descriptions to [kprice@newleaf-dist.com](mailto:kprice@newleaf-dist.com).
- All vendors are required to pay a catalog listing fee of \$50 per title for placement in our July Calendar issue of monthly updates catalog. This fee will be waived for vendors with up to four titles who purchase a full color **quarter page** ad or larger, or for vendors with five titles or more who purchase a full color **half page** ad or larger. Please refer to [newleafvendors.com](http://newleafvendors.com) for details regarding advertisements.
- All payment for ads will be deducted from New Leaf's first payment to vendor.

### Term of Contract

- This contract will renew annually unless either party (New Leaf or supplier named above) gives the other written notice of cessation.

### Additional Promotional Information

We offer a variety of ad sizes and prices to meet all of your advertising needs. We encourage you to upgrade your advertising in the *Calendar Feature Update* catalog in order to optimize sales. For advertising assistance, please contact Afia Medley, [amedley@newleaf-dist.com](mailto:amedley@newleaf-dist.com), 770-948-7845/3047.

\_\_\_\_\_  
Please print name of person completing this form

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this form via email to:  
Vice President of Operations  
Karen Price - [kprice@newleaf-dist.com](mailto:kprice@newleaf-dist.com)  
Phone: 770-948-7845 / Fax: 678-398-6090  
401 Thornton Rd., Lithia Springs, GA 30122