



## NEW VENDOR PACKET

First, we would like to thank you for doing business with Berkot's Super Foods!

Secondly, we are requesting some information from your company. Please complete all the items that are in the packet and submit them to Courtney Roe at [courtneyroe@berkot.net](mailto:courtneyroe@berkot.net) or fax to 708-675-7390.

Note: There are two items that need to be submitted along with this packet; a completed W-9 and the approved product information.

# Contact Information:

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Vendor Name
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Sales Contact
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Phone Number	Fax Number
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Address	
City/State	Zip Code

E-Mail Address
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Contact #2
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Phone Number	Fax Number
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# Approved Product Information:

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Attach the full listing of approved products. Information needed is the UPC code, packaging information, product description, and cost.

All cost changes must be submitted 14 days in advance in order for them to be accepted. Cost changes not given with the required notice will not be honored until 14 days after they have been received by the pricing department.

An electronic file can be sent to the Pricing Department Director at [trentsenne@berkot.net](mailto:trentsenne@berkot.net)

# Pricing Contact Information:

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Contact
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Phone Number	Fax Number
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Address	
City/State	Zip Code

E-Mail Address
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❖ Note: Berkot's requires 14 days to honor cost changes.

# Accounting Information:

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Payment Terms

Remit Information

Term Discount (example: 2% Net 15)

Accounts Receivable Contact

Phone Number

Fax Number

Address

City/State

Zip Code

E-Mail Address

## **W-9 Information**

Attach to this packet a completed W-9 Form. If you do not already have a completed form please visit [www.irs.gov](http://www.irs.gov).

Note: We will not release payment until a completed W-9 has been received by the accounting department.