# VENDOR/SUPPLIER FILE

Maintain a file for each of your sellers and potential suppliers. Keep the following items in each file:

* Current brochure or price list, complete with product descriptions.
* Business cards from any sales or support personnel with whom you have dealt.
* List of all distribution services.
* Discount schedules, including minimum purchase requirements.
* Delivery details, including estimated delivery time.
* Technical assistance and other services available.
* Return policy.
* Warranty information.
* Information on any advertising plans offered by the supplier, including special promotional and grand opening programs.
* Any request for quotations.
* Copies of all invoices.
* Contact numbers, including toll-free numbers, for all personals needed for contact.
* Discount terms for prompt payment.
* All shipping methods available and their terms.
* Information on terms for long-term contracts.
* Any special terms for seasonal items.
* Lease options.
* Information on all other services offered by the seller/supplier.