

## New Supplier Form

### Company Information

Company Name \_\_\_\_\_

Physical Address Street \_\_\_\_\_

(No PO Boxes) City, St, Zip \_\_\_\_\_

Country \_\_\_\_\_

Mailing Address Street \_\_\_\_\_

(PO Boxes Accepted) City, St, Zip \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_ Website \_\_\_\_\_

Brief description of the products and/or services your company offers \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Main Contact \_\_\_\_\_ Job Title \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### Terms

*Ropes Courses, Inc. prefers **NET 30** terms. Please send credit applications or other necessary documentation to Ropes Courses Incorporated. ATTN: Purchasing Dept. [info@ropescoursesinc.com](mailto:info@ropescoursesinc.com) or 1300 Lincoln Rd. Allegan, MI 49010.*

Credit Cards Accepted      Visa      Mastercard      Discover      Amex

Are there any discounts that you would offer our company?      Yes      No

If yes, please specify \_\_\_\_\_

\_\_\_\_\_

### Quality

Does your company have a designated quality representative?      Yes      No

If yes, please provide his or her name \_\_\_\_\_

Does your company have a process for tracking the status of jobs/orders?      Yes      No

Does your company have a process for handling customer complaints (identifying the root cause and corrective action)?      Yes      No

Does your company have a system for assigning lot numbers for a production run? (If applicable)      Yes      No

Can your company trace raw material used within a job/lot number?      Yes      No

Additional notes \_\_\_\_\_

\_\_\_\_\_

Form Completed By \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

