



Vendor Request for New Item or New Promotion

This form available on our website at: singlestopstores.com

VENDOR NAME: _____ DATE: _____

ROUTE SALESPERSON: _____ CONTACT #: _____

*PLEASE NOTE THAT EXISTING ITEM PRICE CHANGES SHOULD BE APPROVED BY THE STORE MANAGER ONLY (NOT ASSISTANT MANAGERS OR CASHIERS).

NEW ITEMS MUST BE SUBMITTED AND APPROVED BEFORE BEFORE MANAGERS ARE ALLOWED TO RECEIVE THEM IN THE STORE. (Always allow min 2-3 business days.)

Table with 4 columns: ITEM DESCRIPTION, UPC CODE, COST PER UNIT, RETAIL PER UNIT. Contains 7 empty rows.

Table with 5 columns: PROMOTION DATES, ITEMS, UPC CODES, COST, RETAIL. Contains 3 empty rows.

PROMOTIONS THAT INCLUDE MORE THAN ONE ITEM SHOULD BE ACCOMPANIED BY A LIST OF UPC #S THAT ARE INCLUDED IN THE PROMOTION. (For example, 1 bag @.59 or 2 bags for 1.00 should include all UPC codes for items with this deal.)