



Client Profile

CLIENT INFORMATION	
Company Name:	
Address:	
Contact Name:	
Tel:	
Fax:	
E-mail:	
AVAILABLE SERVICES REQUIRED	YES / NO
Customer Service	
Order Desk Services (Order Collection)	
Order Processing (Data Entry)	
Back Order Processing	
Warehousing & Distribution	
Receiving – inbound handling	
Storage	
Pick, pack, ship –outbound handling	
Stock Replenishment-min/max management	
Lot Number /Serial Number or Expiry Date Control	
Cooler Storage & Cold Chain Management	
Accounts Receivable Collections Management	
Invoicing	
Transportation Management Services – International - domestic	
Technological Services	
EDI set-up	
Ongoing EDI communication	
System integration (SAP etc)	
Additional Services	
Physical Inventories	
Rush Order / Emergency / Order Management	
Return goods processing	
Stock transfers	
Sales and Inventory reports	
Destruction of product	
Kitting and Assembly (Please provide full details)	
Free goods & promotional materials processing	
Please indicate below preferred DC locations for your needs.	

CURRENT PRODUCT & STORAGE INFORMATION	
Product Type(s) if various can you supply a listing ?	
Product box Size(s) if various can you supply a listing?	
Number SKU's (SKU = 1 style, 1 colour, 1 size)	
Cases per pallet – Average	
Number pallets in inventory	
Estimated square footage	
Annual Inventory Turns	
Storage type(s): racking, shelving, gravity flow, bulk	
Storage conditions: ambient, cooler, freezer, vault, cage	
ORDER PROCESSING & SHIPPING INFORMATION	
Average orders per month	
Average number of lines per order	
Average number of pieces per line	
Average number of cases per line	
Average number of cases per pallet	
Average value per order (\$)	
Annual sales (\$)	
Average number of returned lines or orders per month and value (\$)	
Average number of back orders per month or indicate if back orders are included in orders shipped figures	
Method of order placement (% phone, % fax, % electronic)	
Indicate cut off times for same day and next day shipping time commitments	
Indicate if there are any other special order services required or any other pertinent information that may be of assistance	
Please state any special storage or shipping conditions required for the products (temperature, humidity, vault (level required), chain of signature, ambient, glass vials or bottles etc.)	
RECEIPT PROCESSING INFORMATION	
Product origin	
Number of receipts per month	
Number of receipt lines per month	
Number of cases or pallets received per month	
Received on pallets or on floor	
Type of pallet	
Products per pallet (mixed)	
Pallet height	
International shipping – <i>please mark yes or no as required if yes please provide details on a separate sheet.</i>	
Imports – Air / Ocean	
Exports – Air / Ocean	
OTHER INFORMATION	
Estimated start date	
Required location(s)	