



VENDOR REGISTRATION INSTRUCTIONS TO ENROLL IN GOURMET-BASKET

Dear Vendor,

Thank you for applying to become a Gourmet-Basket.com Vendor. This Vendor Package will register you and enable us to create your individual Vendor Shoppe. The package includes these sections.

1. Vendor Registration Instructions
2. Digital Images Request
3. Wholesale Price List Request

1. INSTRUCTIONS FOR COMPLETING THE VENDOR REGISTRATION

This form gathers administrative and financial information for your Shoppe. Please complete the following sections listed at the top of the page: Vendor Profile, Financial Info, Shipping Info, Tax Info, and Customer Service. We will create a Summary of your Shoppe using information from your site and contact you if we need further information.

When you have completed the form, click the UPDATE button on the top right hand side of the first page. Feel free to contact us at 323-735-5588 to help you complete this form.

Vendor Profile (first tab on top)

Shoppe Name:

Indicate your Shoppe Name if it is different from your business name.

Contact Information:

Main Contact : Contact person for general questions about your Shoppe.

Contact 2: Contact person for administrative questions. (they may be the same person)

Product Liability Insurance:

All transactions on Gourmet Basket.com are between the Vendor and Gourmet-Basket's customers as described in the Vendor Participation Agreement. G-B is not legally part of these transactions, or liable for issues associated with purchasing products on the site. To protect all parties, Vendors must have, maintain and show proof of Product Liability Insurance and update changes in coverage.

Fill in requested information and attach a copy of the pages that show the coverage amounts, effective dates and signatures in an email to vendors@gourmet-basket.com. We will store it in your Vendor Account file. You are responsible for updating G-B about any policy changes.

Product Information:

Gourmet Basket will select the products that will be in your G-B Vendor Shoppe. We have checked the appropriate categories for your Shoppe under PRODUCT

INFORMATION. We can get most information/images from your website and will contact you if we need more.

Check PRODUCT ATTRIBUTES that pertain to your products. For all answers “some” we will contact you about which specific products display those features.

Financial Information (tab 3)

The email address you provide here is the address to which we will email your customer invoices. You are responsible for immediately informing us of changes of address.

We will send you checks for products you ship on the 1st and 15th of the month.

Shipping Information (tab 4)

Vendors can use Gourmet-Basket shipping accounts that are directly billed to us and require no outlay of money by you. Check if you will use this option. If you will use your own shipping account, Gourmet-Basket will reimburse you for shipping when we sent a check for the products you shipped to G-B customers.

Indicate the exact wording of the SHIPPING POLICY and if applicable PERISHABLE ITEMS SHIPPING POLICY you want to be posted in your Shoppe.

Many vendors currently offer a flat rate or discount shipping policies that we encourage you to extend to Gourmet Basket customers. On our Home Page we will have a button with a drop down listing vendors with beneficial shipping policies. If you will offer beneficial shipping, indicate the wording you want in your Shoppe.

We will contact you about obtaining your methods of calculating shipping costs for your products.

Tax Information (tab 5)

Gourmet Basket will comply with all applicable state and local sales tax laws. Check **no food sales taxes** if they do not apply, or indicate applicable tax rates.

Customer Service (tab 6)

Each site must have A CUSTOMER SERVICE POLICY and a phone number or email address customers can contact. Indicate the wording to be listed in your shop about how you handle customer inquiries before and after purchases, cancellation policies, and dealing with customer dissatisfaction with products,(such as returns, exchanges, or refunds).

Recipes (tab 7)

We will select recipes from your site to include in your shoppe. If you have additional recipes, email them to us at vendors@gourmet-basket.com

2. DIGITAL IMAGES

We want to make your Shoppe more appealing by using personalized images. We can import images from your site, but we would like a few good high quality additional digital images (jpg or png at 72 DPI and at least 300 pixels wide) of people in your company and products attractively presented. The more good product images you supply, the more we will display, and the more attractive your site will be.

If you want your products to be featured on the magazine home page, we must have truly superior images at least 900px wide at 72 DPI.

3. WHOLESALE PRICE LIST

Please provide your Wholesale price list via email (vendors@gourmet-basket.com), hard copy or provide us the password to access it on line.

If you have questions, please do not hesitate to call us at: 323-758-8855

Welcome to Gourmet-Basket!

Jon and Cari Markell, CEO, COO