



NEW MEMBER CONTACT CHECKLIST

Company Name:

Date:

Account Number:

Empire Trade Officer:

I. Welcome to Empire Trade Exchange	
A. New Membership Kit	
1. Welcome letter – member to sign	
2. Membership Directory	
3. Cheque book – how to reorder	
4. Password for Online Use – Change on first login	
5. Direct Debit Request Form	
6. Facility form	
7. Cheque Deposit Summary	
8. Authorisation >\$T200 ITT for required \$T3000 and over Post cheques in	
9. Additional Signatory form	
10. Display Welcome Here Sticker	
II. Confirm Contact Details	
1. Address	
2. Email Address	
3. Account Pin	
4. ABN Number	
5. Promotional Message - as much info as possible	
6. Categories	
III. Understanding of Empire Trade	
1. Online Services Available – It is a secure site	
2. \$5.50 OR Email	
3. Prior involvement in trade industry	
4. Consider Trade Percentage	
5. Right Price, Trade Component Negotiable	
6. \$16.50 cash monthly administration fee. \$11 if Direct Debit	
7. 4.95% transaction fees	
IV. Services Available to members	
1. Online Auction Site	
2. Online Catalogue	
3. Online Classifieds	
4. Advertising Publications	
5. Real Estate	
6. Advertising Subsidy	
7. Warehouse	
8. 50% Plus Club 50% reduction in admin fee	
9. Gold Club waived admin fees	
10. T\$50 (trade dollar) referral bonus	
11. Online Transactions	
V. Support Team Available	
1. Member Support – Sourcing Goods and Services	

Add Notes

Add Trade percentage

Add Star Rating

Add Priority

Email them a list of categories they can spend trade dollars on business related

Email them a list of categories that would use their products or services to contact themselves

Advertise them to the businesses that would use their products and services on a regular basis.