

## ATTENTION:

To save the information that you enter into this form, you **MUST**:

- Download the PDF to your computer
- Open it using Adobe® Reader®
- Enter your information in the various fields
- Save the PDF
- E-mail it to the name provided on the form

**PLEASE NOTE: A separate, individual form is required for each product submitted.**

There have been some additional fields added to help us maximize search on the internet. The following is the explanation for each:

- **Brand Name** – Manufacturer Brand Name
- **Brand Name Series** – Series name this product belongs to, e.g. “GE Profile (appliance series), or “Rubbermaid HomeFree”, (closet organizer series); does not denote sequential order of item.
- **Manufacturer Part Number (MPN)** - The part number that the Manufacturer has given the item.
- **UPC Number** - Universal Product Code used universally in the US, Canada, UK, Australia and other countries for tracking trade items in retail sales.
- **ISBN Number** - International Standard Book Number is a 13 digit number used as a unique identifier for books.
- **EAN Number** - This is the International Article Number is a 13 digit number used worldwide for marking products often sold at retail point of sale.



# NEW PRODUCT PROPOSAL FORM

All information on this sheet is vital to our evaluation process. Please check for accuracy prior to sending to Nasco. (Please type or print.)

**REQUIRED ATTACHMENTS TO THIS FORM INCLUDE** (Click [here](#) to access all forms or go to [eNasco.com/vendor\\_forms.html](#)):

- REQUIRED** North American Free Trade Agreement (NAFTA) **OR** a Country of Origin document
- REQUIRED** Safety Data Sheet (SDS), if applicable
- REQUIRED** Copy of your Product Liability Certificate of Insurance naming Nasco as an additional insured via broad-form vendor's liability endorsement
- REQUIRED** CPSIA Product Liability form, NP018-15, and Choking Hazard form, NP165-08
- REQUIRED** Vendor supplied CPSIA Certified Test Lab Reports for each product submitted

Return completed form for **Nasco** to:

To send this form to the correct person, [click here](#) to see a list of our category directors, catalogs, and product submission schedules.

## GENERAL ORDERING INFORMATION

Vendor Number: **NASCO USE ONLY** \_\_\_\_\_

Supplier Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Order Placement E-mail: \_\_\_\_\_

Website Address: \_\_\_\_\_

**NASCO USE ONLY:**  Web Only  Web Now  Web First, Next Print Catalog

Quick Index: \_\_\_\_\_

Contact/Representative Name: \_\_\_\_\_

Address (if different): \_\_\_\_\_

Phone (if different): \_\_\_\_\_

FAX (if different): \_\_\_\_\_

E-mail: \_\_\_\_\_

## PRODUCT SHIPPING INFORMATION:

Amount Per Order/Minimum Qty./\$: \_\_\_\_\_

Invoice Terms: \_\_\_\_\_

Order Shipped in \_\_\_\_\_ days

\*  SDS attached  Not applicable

\* Possible shipping or storage hazard.  Yes  No

Freight Terms: \_\_\_\_\_

Shipping Point: \_\_\_\_\_ Zip/ Postal Code: \_\_\_\_\_

Handling/Crating Charge: \_\_\_\_\_

Will you drop ship?  Yes  No Lead Time: \_\_\_\_\_ days

Standard shipping method for single unit:

FedEx Single Unit Packaging Dimensions:

\_\_\_\_\_ " L x \_\_\_\_\_ " W/D x \_\_\_\_\_ " H

Truck Truck Class \_\_\_\_\_

Actual Product Dimensions:

\_\_\_\_\_ " L x \_\_\_\_\_ " W/D x \_\_\_\_\_ " H

## PRODUCT INFORMATION \*These are Required Fields. Product will not be accepted until complete.

NASCO USE ONLY		* Vendor's Part Number	If submitting more than one product, complete the top section of this form, then make additional copies for each product being submitted. * Product Name	NASCO USE ONLY		* Suggested List	* NASCO Single Unit Cost	* Single Unit Shipping Weight	* Minimum Order Quantity
Catalog Number	Page & Position			Sell Price	MAP PRICE				
				Target Margin					

\* Brand Name \_\_\_\_\_

\* Brand Series \_\_\_\_\_

\* Manufacturer Part Number (MPN) \_\_\_\_\_

\*  UPC \_\_\_\_\_

\*  EAN \_\_\_\_\_

\*  ISBN \_\_\_\_\_

**NASCO USE ONLY** Qty. Sell: \_\_\_\_\_ Qty. Margin: \_\_\_\_\_ Section: \_\_\_\_\_

Class Code: \_\_\_\_\_  R&D  Proprietary  Neither

Please attach description/product information, catalog copy, and computer software requirements >>

Appropriate Grade Level(s): \_\_\_\_\_

Copyright Date (Books, Videos, DVDs, etc.): \_\_\_\_\_

Running Time (Video/DVD): \_\_\_\_\_

Warranty Information: \_\_\_\_\_

\* Country of Origin: \_\_\_\_\_

Check appropriate certifications:  AP  ASTM  CL  PMA  ISO  Prop 65

EU  Yes  No

UL Approved  Yes  No

CSA Approved  Yes  No

CE Approved  Yes  No

CPSIA  Yes  No

Are digital images available? (min. height/width of 1500 pixels)  Yes  No

Will you accept and fill orders from our California office?  Yes  No

\* Is all required safety labeling included on the product packaging?  Yes  No

Does product have an expiration date?  Yes  No

Does product contain latex?  Yes  No

Name of Person Submitting Data: \_\_\_\_\_

(Please type or print) Date: \_\_\_\_\_

NOTE: If you prefer, you can print this document, sign it, and fax it to: 1-920-568-5773.

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Supplier Name: \_\_\_\_\_ Vendor's Part Number: \_\_\_\_\_

**Please attach description/product information, catalog copy, and computer software requirements:**