



# NEW VENDOR APPLICATION

Form #2020-N (Rev. 10-29-19)

Open this PDF document and complete it on your computer, then save the file and email it to [stella@leadingjewelersguild.net](mailto:stella@leadingjewelersguild.net) There will be a \$300 application fee to meet with LJG. If both parties agree that a partnership will be a good fit, there will be an additional \$1,200 fee for initiation, setup and first years' dues. The \$300 application fee must be received before meetings can be scheduled, send it to Stella Cimmarrusti, LJG, Inc. P. O. Box 4220, Culver City, CA 90231

## 1. Product category:

\_\_\_\_\_ Diamonds \_\_\_\_\_ Finished jewelry, types: \_\_\_\_\_  
 \_\_\_\_\_ Other, explain \_\_\_\_\_

## COMPANY INFORMATION

### 2. Company Name/Management

Company \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_  
 \_\_\_\_\_ Toll free: (\_\_\_\_) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

President \_\_\_\_\_ ext. \_\_\_\_\_ VP Sales \_\_\_\_\_ ext. \_\_\_\_\_  
 Email: \_\_\_\_\_ Email: \_\_\_\_\_  
 Other management: \_\_\_\_\_  
 Company website \_\_\_\_\_ Can members order directly from website? \_\_\_\_\_ yes \_\_\_\_\_ no

### 3. How long has your company been in existence?

Approximate year of inception: \_\_\_\_\_

### 4. Where do you manufacture?

\_\_\_\_\_ USA \_\_\_\_\_ India \_\_\_\_\_ China \_\_\_\_\_ Hong Kong \_\_\_\_\_ Thailand \_\_\_\_\_ other \_\_\_\_\_

### 5. Do you own your own factory?

\_\_\_\_\_ Yes \_\_\_\_\_ Owned by parent company. \_\_\_\_\_ We contract. \_\_\_\_\_ other \_\_\_\_\_

### 6. Where do you shelf-stock your merchandise?

\_\_\_\_\_ USA, state: \_\_\_\_\_ Overseas: \_\_\_\_\_

### 7. Member referral:

Were you referred by a current member of Leading Jewelers Guild, Inc. \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, who? \_\_\_\_\_

What other members do your currently sell to? \_\_\_\_\_

\_\_\_\_\_

8. Do you participate in Balance to Buy™ (from BIG/Buyers Intel Group)?

\_\_\_\_ Yes \_\_\_\_ No Comment \_\_\_\_\_

9. What other buying groups do you participate in?

\_\_\_\_ RJO \_\_\_\_ CBG \_\_\_\_ IJO \_\_\_\_ SJO \_\_\_\_ other \_\_\_\_\_

**PRELIMINARY OFFER**

10. What discount would you be willing to give directly to our members?

\_\_\_\_\_ % LIG requires a TOTAL discount to be greater than or equal to all other buying groups and/or independent retailers.

11. Offer of Payment Terms

Terms: \_\_\_\_\_ "on approved credit" as determined by vendor.

12. Stock Balancing Offer:

We offer 1 to 1 stock balancing to current member accounts in good standing, up to 20% of total annual purchases.

We offer the following stock balancing option \_\_\_\_\_

\_\_\_\_\_

13. Annual Volume Rebate Offer

Do you offer a group annual rebate? \_\_\_\_ YES \_\_\_\_ NO

If yes, details: \_\_\_\_\_

*Example: "If group annual volume exceeds (fill in amount), vendor will pay Leading Jewelers Guild 1.5% of member purchases:*

14. Territory Restrictions

Are you able to sell to ALL members of Leading Jewelers Guild (OAC)?

\_\_\_\_ YES \_\_\_\_ NO, we have the following territorial commitments and/or restrictions: \_\_\_\_\_

\_\_\_\_\_

15. Do you have minimum order requirements? \_\_\_\_\_

16. Offer to limit freight charges

Leading Jewelers has always maintained a strict policy to **pay actual freight charges only**. *Shipping charges for small jewelry shipments are not to exceed the following rates: \$10 ground service, \$20 –second day service, \$25 overnight service.*

Will you agree to abide by this policy? \_\_\_\_ YES \_\_\_\_ NO Orders ship by (carrier) \_\_\_\_\_

If items are backordered and cannot all be shipped at once, how are members charged for freight

\_\_\_\_\_

**MERCHANDISE INTEGRITY**

17. Warranty on Products

\_\_\_\_\_

18. Return of Defective Goods

Is RA required? \_\_\_\_ YES \_\_\_\_ NO If so, what are the procedures \_\_\_\_\_

\_\_\_\_\_

19. Precious Metal Increment Method

Weight unit used on invoice: \_\_\_\_\_ Gram \_\_\_\_\_ DWT

Increments should be based on either per \$1 or per \$25 of gold fluctuation. Ex: Item cost of \$100 at 500 gold with a .05 per \$1 increment OR a \$1.25 increment per \$25 would be \$102.50 cost at 550 gold.

20. How do you ensure that only natural, mined diamonds are used, and that product, especially melee is free from any synthetic (lab created) diamonds?

\_\_\_\_\_  
\_\_\_\_\_

21. Where are your diamonds from?

\_\_\_\_\_ India \_\_\_\_\_ Russia \_\_\_\_\_ Belgium \_\_\_\_\_ Israel \_\_\_\_\_ other \_\_\_\_\_

22. Can members furnish their own diamonds?

\_\_\_\_\_ YES \_\_\_\_\_ No. \_\_\_\_\_ other \_\_\_\_\_

**INTERNET CONSIDERATIONS**

23. Drop Shipment of Web Orders

Do you drop ship members' website sales to the consumer: \_\_\_\_\_ YES \_\_\_\_\_ NO If yes, service charge per order: \$ \_\_\_\_\_

If yes, will you warehouse members' boxes and packaging: \_\_\_\_\_ YES \_\_\_\_\_ NO

Orders ship by (carrier) \_\_\_\_\_ Minimum freight charge: \$ \_\_\_\_\_

Return policy: \_\_\_\_\_

24. Does your company own or operate a retail outlet (or website)?

\_\_\_\_\_ YES \_\_\_\_\_ No. Explain \_\_\_\_\_

If yes, HOW are products priced? \_\_\_\_\_

Can the general public order goods off the site? \_\_\_\_\_ YES \_\_\_\_\_ No. What is the website address? \_\_\_\_\_

25. Diamond vendors only: Do you list your diamonds on Blue Nile, Rap Net or any other internet based resellers?

\_\_\_\_\_ YES \_\_\_\_\_ No. If yes, please explain: \_\_\_\_\_

26. Sale to internet based product resellers

Do you or any sister company sell to or through any website or internet based product resellers?

\_\_\_\_\_ YES \_\_\_\_\_ No. If yes, please explain: \_\_\_\_\_

27. Signature

By submitting the above information and the \$300 application fee, we hereby apply to become an OFFICIAL VENDOR PARTNER to Leading Jewelers Guild, Inc. and request a meeting with LJG committee(s) and/or staff to complete the detailed terms of our offer. If both parties agree that a partnership will be a good fit, an additional \$1,200 fee for initiation, setup and first years' dues will be due. Once complete vendor information will be posted on LJG website along with an ad, and LJG will supply current membership contact information

Signed \_\_\_\_\_ Print name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_