



AGENT/DISTRIBUTOR FACT FINDING FORM

Thank you for your interest in becoming a representative for Instrument Transformers Limited. We are currently expanding our worldwide network and are looking for forward-thinking companies and individuals to help us achieve our goals. If this is of interest to you, we would like to get to know you a bit more.

We would be grateful if you could fill out the application form below to tell us a bit more about yourself and your company.

This application form will help us to understand both your business, and how our two companies could work together in the future.

Please NOTE: As part of the application procedure, ITL may require the applicant(s) to visit our office in the UK for a personal introduction and final discussion. Please let us know if you can make yourself available for a visit.

YES, I can visit ITL _____

NO, I can not visit ITL _____

* required information

Company name*	
Address *	
City*	
State/Province/Region*	
Zip/Postcode*	
Country*	
Phone*	
Fax*	
Last Name*	
First Name*	
Title*	



Mobile phone *	
Email*	
Website*	
Skype ID (it is advisable to install Skype)	
Business Registration Number*	
VAT number (for EU Value Added Tax)*	
Years in business*	
Previous two years turnover*	Year: Year:
Other products you sell*	
What are your electrical/mechanical skills?*	
Number of Technical employees*	
Number of Administration*	
Number of Manual & Other Grades*	
Number of Design/R&D*	
Customer Sales employees*	
Other Type of Employee*	
What size storage facilities do you have?*	
What makes you different from other agents/distributors?*	
Please list products/service range*	
How many sales agents do you employ?*	
Do you have marketing resource?*	
How did you hear about us?*	



We kindly ask you to briefly answer in your own way the following questions:

- 1.** How do you plan to sell our range of products and to what sort of customers?
- 2.** How would you describe the potential market in your area/region/country?
- 3.** Who are our competitors in your market area?
- 4.** What product line will be most popular in your area?

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Once we have received your information, we will study it and if your company fits within our dealer parameters, we will invite you to become one of our appointed agents.

After a trial period you will receive an official agent appointment and our agency / distributor agreement for your signature. Once we have received your signed copy of this document, you will be our non-exclusive agent / distributor.

When we appoint you as our official agent / distributor, please make a note of the following:

- 1) We shall put you on our website.
- 2) Please put ITL on your website, but don't change our logo's or documents.
- 3) Where you purchase for onward selling do your own mark-up on our prices, enough to build a healthy business, but not so much as to price yourself out of business! Prices are ex works, but we can quote you for shipping upon request.
- 4) Please have a close look at the conditions in our quotes and our General Conditions which can be found at www.itl-uk.com/trade-terms and make sure that you include exactly the same conditions (or better) in your own quotations. Things like payment terms, warranty and the transfer of ownership are really important issues in that respect!

Please send this form by email to marketing@itl-uk.com

Attention:

Paul Munro

Marketing Director