



P.O. Box 636
DALLAS, GA. 30132
866-618-2513

Customer Checklist

_____ Vending machine is assembled. *(if to be delivered)*

It is very important that your machine or display be ready for retail operation. It must be completely assembled, (NOTE: in some instances, for delivery purposes, it is best to leave the stands unassembled, if possible).

_____ Machine product settings have been completed and dispense the correct amount.

Each manufacturer has different product settings for their machines. Some are pre-set upon delivery and some you have to set yourself. Make sure the settings on your machines dispense a sufficient amount of product for your customers.

_____ Interior Product Labels have been posted

Labels describe and advertise the products you offer – it helps you sell more! Place them on the interior of the machine to keep them protected and out of the reach of the public. Secure them with tape. Be very neat!

_____ Machines have been filled half way with product *(if to be delivered)*

It is best to fill your product containers half way during the initial location of your machine. This will decrease the weight and make it easier for delivery.

_____ Charity labels have been placed visibly on your machines. *(when applicable)*

Most charities involved in the vendor outreach program have labels that can readily be affixed to the exterior of your machine. However; some charity labels may have to be protected and placed on the interior – both visible to the public.

_____ Service labels have been placed – this a must!

A small label should be placed on the machine that states, “for service call” and your phone number. This will let the location know where to contact you if they need more products. Use your cell phone number and never put your address!

_____ Need other labels?

Some vendors have placed other labels on their machines attesting to their products freshness and boasting about their vended portions, and successfully have increased their income.

_____ Machines have been tested for proper operation.

Proper operation of your machines is imperative. If your machine is not working properly, you will not only lose sales, but, you could be asked to have your machine removed from the location because of its poor performance.

_____ Machines are readily accessible for locator - *(if to be delivered)*

Ideally, the place to store your machines, until your locator arrives, is in a storage unit that has ground level access or a garage that is easily accessible. Avoid flights of stairs. Make your machines easily accessible.

_____ Checklist Complete!

After you have checked this box you have completed the important first steps of your business venture.

Good Luck, lots of people have made lots of money in vending, and now you can be one of those lots of money people.

FOR YOUR INFORMATION ONLY - DOES NOT NEED TO BE RETURNED