



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

Dear Vendor, thank you for your order.

DK Locating, a division of DK Companies, was created to address the rising need for a reliable and honest vending placement service. Established in 1999 in Venice Florida, we set out to prove that it was possible to give Vendors exactly what they were screaming for, reliability, honesty, and successful location placements.

After ten years of placement service, and an expansion to Georgia, we proved it could be done. There are very few locating companies who have our record of being in business for over ten years, having the same name, same owner, and a BBB record that every company wish they had.

With thousands of successful Vendors, tens of thousands of profitable locations, and a history that proves we are reliable and honest, why would any vendor choose any other company?

Please fill out all of the information in the Agreement and complete the Project Orientation. Once we have received your payment we immediately start the process of finding a location for your equipment. The information we receive from your Project Orientation will allow us to target the more desirable businesses in your area. We will also assign your project to an associate that is very successful in getting exceptional locations for your particular type of equipment.

Once we have acquired an approved location, and the value authorization has been verified by one of our managers, we then immediately send you all of the information you need to make a successful delivery.

Our Project Orientation has been invaluable in finding the best locations for our customers. The information that is provided helps us target those top tier businesses in the desired areas and gives our vendors a perfect match for their equipment. Taking that extra time to get to know our customers needs is another reason more vendors choose DK Locating.

At DK Locating, we know we have the best agreement and guarantees in the business. I've shopped the other companies and most make promises that I know are impossible to keep. None back their work 100%. And none have the outstanding record and history we have. But, if you find a legitimate company that offers a better agreement than us, let me know, and I'll beat it.

If you have any questions or need any assistance please call DK Locating at 866-618-2513 and any one of our location specialist will be glad to help.

Thank you, Carene

Telemarketing Manager



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# The Solution

Invoice#

Office Use Only

**"Better Company, Better Locations, Better Guarantees, and Better Service"**

## AGREEMENT

## Telemarketing Service

E-Mail:

Invoice:

• **Definitions:**

- *Vendor-* refers to the contracted and/or owner of item to be placed.
- *Item-* refers to, any apparatuses for retail sales that need to be located.
- *Location-* refers to the businesses accepting the item.
- *Placement-* refers to the physical presence of the item at business.
- *Locator-* refers to **DK Locating** and/or any principle thereof.
- *Retail operation-* refers to any and all operations for successful retail sales.
- *Program-* refers to the duration and attributes of the guarantee.
- *Guarantee-* refers to an obligatory assurance of all parties bound by the **\*terms and conditions.**

**Vendors Name:**

**Phones:**

**Address:**

**City:**

**State:**

### \*Terms and Conditions

- 1) The vendor understands and accepts all responsibility involved in the terms and execution of this agreement, and understands and accepts, there is no deviation from terms and execution of said agreement without prior written consent.
- 2) All items must be ready for retail operation at the agreed upon time of placement and be on location within 7 days..
- 3) After placement, the vendor must conduct their business in a manner that won't affect their retail operation's success.
- 4) All requests for location replacements must be done by completely filling out the *Location Replacement Form* in it's entirety.
- 5) Guarantee covers the relocation of the item from its original location only and all items must be removed prior to replacement.
- 6) The guarantee can be activated and exercised only one time and is not restricted to the amount of locations.
- 7) The guarantee must be activated within its allotted time, written exceptions excluded.
- 8) The guarantee program's allotted time begins upon location completion.
- 9) All location placements are subject to the approval of the vendor.

**Charity:**

**Commission:**

**Start Date:**

**Item:**

**Quantity:**

Program: 60 / 90 / 120/ Day, 100% Placement Satisfaction.

Location fee per machine \$

Total agreement/contract amount \$

Deposit amount due upon signing Agreement \$

### Thank you for using DK Locating

The locations solicited by DK Locating have historically been proven to be the most successful locations for our customers and their products. No location company can be correct one hundred percent of the time, however; with our outstanding guarantees that allow you to get 100% relocations, we highly recommend and appreciate your consideration for every location that we refer to you. Many vendors realize pre-judging a location can cost them large profits. *DK Locating* does not guarantee the amount of vends or income per location, however; we are determined to get confirmed placements at locations that should be successful.

***It is has always been DK Locating's practice to enter into any and all agreements honorably and responsibly without misrepresentation or fraud. Therefore, any misrepresentation or conscience fraud by Vendor voids all our contractual obligations.***

UPON SIGNING THIS AGREEMENT, ALL PARTIES INVOLVED HAVE AGREED TO THE \*TERMS AND CONDITIONS

Thank-you, *Donald H. Kimball*

I Agree \_\_\_\_\_



vendors signature

Date \_\_\_\_\_

**COMPLETE AND RETURN TO DK LOCATING**

**FAX TO: 770-573-9452**

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# Project Target - Page 2

**Customer Name** \_\_\_\_\_ **Date** \_\_\_\_\_

Please answer the questions below and provide DK Locating with as much information as possible. The more information we have, the better we can assist you. Those questions that don't pertain to you feel free to ignore them and leave those spaces blank. We thank you for your participation and help.

Purchase History			
Item		Quantity	
Company and Phone Number			
Sales Person and Phone Number			
Charities and Commissions			
Charity's Full Name <i>(if applicable)</i>			
Charity's Address and Phone Number		Commission Percent <i>(if applicable-circle one)</i>	%  Net - Gross
Monthly Income Projections			
Per Unit		Per Route	
Route Placements*			
Desired Locations <i>(retail, industrial, auto, restaurants, ect...)</i>			
Undesirable Locations <i>(tattoo, adult, bars, ect...)</i>			
Desired Zip Codes <i>(specific zip codes)</i>			
Desired Town(s) <i>(Most to least desirable)</i>			
Jobs are scheduled upon arrival of all required forms and the clearance of funds. Please allow at least 7-10 business days for completion. Item delivery must be prompt – schedule time to do it within 3 business days upon receipt of confirmed locations. DK Locating's policy is no refunds on completed or in progress jobs. Placements refused by the vendor are non-refundable. Circumstances not allowing us to fulfill our agreed obligations are considered for refunds; however, all applicable refunds will be charged a 25% already costs incurred charge. PLEASE BE ACCURATE IN YOUR DIRECTIONS			

I have read and understand - Vendors Signature \_\_\_\_\_  Date \_\_\_\_\_

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# Steps to Success

Thank you for considering DK for your placement service. Below is a list of steps that explain what you can expect from us from the time you sign the agreement to the time you place your item. If you have any questions, please give me a call at 866-618-2513.

## **Step 1 – Agreement**

Review the Agreement and then sign your name with the date. If any corrections need to be made, call the office, and we will grant you authorization.

## **Step 2 – Project Target**

The Project Target is the most valuable tool we have in getting you the type of locations that you most desire and in the area that you desire to have them placed. It was designed to allow my staff and I to get to know you better and the more questions you answer, the more on target we will be. Please fill out all the questions that pertain to your particular project.

## **Step 3 – Payment Options**

We have four options available for payment. You can mail us a check. We can accept credit card payments over the phone through our secured network. You can make a payment on our website. Or, an option we prefer, we can invoice you through Pay Pal, an online payment system that is securely used by millions of people. The invoice will be sent to your e-mail informing you of a request for payment by DK Companies. Open the email and enclosed you will find all of the instructions and steps necessary to make a successful payment.

## **Step 4 – Starting Your Project**

Once payment has been received and funds have cleared, we immediately start processing your order. First, we enter all of your information into our database and then prepare all of the necessary paperwork required to make your project successful. We create a list of locations that is from your designated area and is according to your desires, we assign one of our staff that is qualified for your particular project, and then we do the scheduling. To get you started averages about 3 days. However, it mostly depends on how many projects like yours are being handled at that particular time.

## **Step 5 – Location Placement Approved**

Once we have received approval for the placement of your equipment, our staff person hands it over to our managers for verification. Our managers call the business and thank them while verifying all of the information they gave us. We also verify that proper authorization was given for the placement. After we have verified the correctness of the approval, we immediately e-mail the information to you for delivery. You will receive the name, address, phone number, contact person, and the best times for delivery. We will also include important comments from the location or if there is a need, additional instructions.

## **Step 6 -Replacement Request**

We are the only company in the business that guarantees 100% of our work. To request a location replacement all you need is the Location Replacement Form. Fill it out, send it in, and we'll find you a new location. That was easy.

**We are completing most of our projects within 10 days and some in less than 3.**

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# 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.**

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# Delivery Process

Remember finding these profitable locations is not an easy process and requires great effort by DK Locating. When delivering your vending machines, you also must apply the same efforts, to ensure getting your locations. When delivering the equipment to the location, you are not a delivery person, you are a professional business owner. You are that person who is well dressed, well mannered, and have that product knowledge.

When delivering your vending machines to their approved, confirmed locations. Please use the following procedures. Failure to comply with these procedures will hinder your success considerably.

1. Equipment check list should have been completed and all equipment is service ready.
2. DO NOT CALL the location prior to delivery. Unless instructed to do so. Permission has already been confirmed at least twice. Once by our staff and again by our management team,.
3. Dress appropriately and be polite and thankful- people appreciate respect and manners Listen to their suggestions – the business owner knows their customers. Be flexible – understand their concerns. After all some are giving you their space for free.
4. Go to each location carrying the machine with you. Place the machine where instructed by DK Locating. If no instructions were given, place the machine in the front entrances, break area, or lobby.
5. If questioned by employees, explain that you are just dropping off the machine, that was authorized. Have your contact information available for validation.
6. Have all machines delivered within three to five business days from the time they were authorized. The longer it takes to deliver a machine, the greater the chances of losing the location.
6. Service your machines after two weeks from placement to familiarize yourself with your locations. Do not gage your income by this service call, it usually takes thirty to sixty days to make a location mature.
7. Failure to place the machines as per instructions, outlined above, can jeopardize successful placement and will result in the voiding of our agreement with you.

Thank you for using DK Locating as your locating experts. We strive to be the best in the industry and appreciate your business very much.

Thank you, *Donald H. Kimball*

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