



_____ **Vending machine is assembled.**

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.

_____ **Machines have been filled half way with product**

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.**

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**

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.

Thank you,

Donald H. Kimball



Approved Location Placement Delivery Process

DK COMPANIES 457 Nathan Dean Blvd. Suite 105 Dallas, GA.30132 1-800-399-9579 fax 770-574-4782

Remember finding these locations is not an easy process and requires great effort by DK Locating. When delivering your vending machines, you must apply the same efforts. Failure to comply with these procedures will hinder your success. When delivering your vending machines to approved, confirmed locations, please use the following procedures.

1. Equipment check list should have been completed and all equipment is service ready.
2. DO NOT CALL the location prior to delivery. The permission has already been confirmed, at least twice.
- 3, 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.
4. If questioned by employees, explain that you are just dropping off the machine, that was authorized. Have your contact information available for validation.
5. 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*