



## New Vendor Application

### Contact Information

Company/Farm Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State ZIP Code*

Phone: \_\_\_\_\_ Website: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

### Company Information

Type of Product: \_\_\_\_\_ How many products do you carry? \_\_\_\_\_

Please describe your product attributes (Organic, Naturally Grown, non-GMO, Hormone-free, Conventional, etc.) :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where else in the area is your product sold? :  
\_\_\_\_\_

# of Years in Operation: \_\_\_\_\_ # of Employees: \_\_\_\_\_

Do You Carry Product Liability Insurance? (Y/N) \_\_\_\_\_ If yes, what is your coverage amount? \_\_\_\_\_

List any certifications you have here (Food Safety, Growing Practices, Animal Welfare, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would Green Top staff be able to tour your farm/facility? (Y/N) \_\_\_\_\_ Are you able to provide in-store sampling or demo support? (Y/N) \_\_\_\_\_

Eat well. Do good.

Green Top Grocery 921 E. Washington St., Bloomington, IL 61701 | 309-306-1523 | [www.greentopgrocery.com](http://www.greentopgrocery.com)



**Delivery Information**

Delivery Method: \_\_\_\_\_ Delivery/Shipping Fee: \_\_\_\_\_ Minimum Order: \_\_\_\_\_  
Preferred Delivery Days/Times: \_\_\_\_\_ Delivery Frequency: \_\_\_\_\_

**Invoices and Pricing**

Payment Terms (COD/7/14/30): \_\_\_\_\_ Do You Have Suggested Retail Pricing? (Y/N) \_\_\_\_\_ If yes, what is the nominal margin? \_\_\_\_\_

What is your Credit Policy? \_\_\_\_\_

Do you have recommended promotional/sale items? (Y/N) \_\_\_\_\_ If yes, how often do items go on sale? \_\_\_\_\_

How often do you send out pricelist updates? \_\_\_\_\_ How do you communicate pricelist updates (email, phone, fax, etc.)? \_\_\_\_\_

Do you offer any free fills or new store opening discounts? (Y/N) \_\_\_\_\_

**Comments**

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

**Submitting your application**

Thank you for completing the Green Top Grocery new vendor application. You can submit this application via email to NewVendor@GreenTopGrocery.com or you can mail it to PO Box 1958, Bloomington, IL 61702. Please include any product catalog or price list you have available. If you have any questions about the application, please feel free to send an email to the above address, or call us at (309) 306 1523. We look forward to working with you!