

Access to forms: Rep Portal → Documents Tab → Public Documents (Left side of screen) → Sales Folder

Before starting opening process review the potential Distributor qualifications with the Business Development Manager. If there is agreement between the Rep and the Business Development Manager then proceed with the opening process.

1. Sales Rep, in conjunction with the potential Distributor, will fill out the Distributor Questionnaire and forward to admin@totaldoor.com. This must be filled out **COMPLETELY** as all information is necessary to open a distributor properly.
2. Sales Rep will send the Credit App to the potential distributor to complete.
3. Potential distributor is to fill out the Credit App completely and forward to admin@totaldoor.com. TDS will begin to process right away.
*Note – Credit approval may take up to two weeks depending upon how quickly referrals provided respond.
4. TDS will internally review the information submitted by the Sales Rep and potential distributor.
5. After receiving all information needed from the credit references provided, the TDS Financial Department will evaluate any potential credit risks and decide whether or not to grant credit.
 - Terms are Net30, FOB Shipping Point.
 - Distributor may be required to place a down payment for first order.
6. If credit is approved, an agreement will be sent to the potential distributor (principal) to review and sign.
7. Once the agreement is signed and returned to TDS, the Distributor will receive:
 - The fully executed agreement (signed by TDS and the Distributor)
 - A welcome letter with any further instruction for the Distributor to complete the opening process (example letter attached)
 - TDS Contact List
8. Distributor will receive a literature / marketing package from TD.
 - Includes (5) Product Guides, (25) Corporate Brochures, (25) Know Your Code fliers and (1) Reatec Binder
9. Installing Distributor is to order a Parts Kit by purchasing from <https://shop.totaldoor.com/>.
 - Contact parts@totaldoor.com for login credentials
10. Distributor will receive “Welcome Call” from TDS for introduction.

Once all above steps are complete, as well as the steps that the distributor must complete, the company will be set up as the newest Total Door Systems Distributor.

The Sales Rep will be copied in all communication during the opening process in order to remain informed as to where the potential distributor stands with Total Door Systems.

Remember: One or more representatives from the distribution company is required to attend a Product Training Seminar (Installation or Sales). Also, there must always be at least one Certified Installers at all installation sites.