



[date]

[Principal Name]

[Distributor]

[Distributor Street Address]

[Distributor City, State, Zip]

[Phone Number]

[Principal Name],

I am pleased to welcome [Distributor] and your team to Total Door Systems as a distributor representing our product. We have received the signed Distributor Agreement and ask that you please complete the following tasks as soon as possible:

1. [Register](#) personnel from your company for In-Factory Total Door Installation Training as soon as possible. Information and registration is available on the Total Door website.  
**\*\*It is required that at least one person from your company attend Product Training (install and/or sales). If you will be working with a separate certified installation company, you still must have someone attend a course in order to be knowledgeable of the Total Door System.**
2. If you plan on creating your own quotes, contact Brian Butler ([bbutler@totaldoor.com](mailto:bbutler@totaldoor.com) or ext. 106) to schedule a good time to train on the ordering/quoting program (DoorBuilder) with the associate(s) that will be taking care of placing orders/quoting.
3. Register for the [Partner Login](#) on the TD website. Here you will find multiple helpful resources including instructional videos, sales tools, Tech Data Sheets and much more. Once registered, please take some time to explore this site and all that it has to offer.
4. Have anyone that will be placing part orders, or quoting parts contact the factory to be registered to the [Parts Order Program](#). All parts must be ordered online through this website.
5. Once registered for the Parts Order Program, place your order for the Parts Kit.

In the meantime, I will be sending a marketing package.

This package will contain Corporate Brochures, Know Your Code Fliers, Product Guides, and a Reatec Sample Book. The Product Guide, Reatec Sample Book and Owner's Manual (no hard copy available) are also available on our website in PDF format. If you would like any additional hard copies of the Product Guide or Corporate Brochure in the future, please submit a Literature Request Form, found in the Partner Login. Additional Reatec Sample Books must be purchased on the Parts Order Site.

We look forward to our new association with your company and we will assist in any way to help you establish our product in your market. If you have questions, please feel free to contact us at the corporate office.

Sincerely,

Candace Kitchen  
Customer Service  
248-623-6899 x 116  
[candace@totaldoor.com](mailto:candace@totaldoor.com)  
[www.totaldoor.com](http://www.totaldoor.com)