

## Vendor Service Profile 2007

General Binding  
**Company Name:** Corporation  
**Completed by:** Richard Krachey

	Legend	Respond in this column
<b>REMC Customers Can Expect...</b>		
<b>Customer Communication</b>		
REMC customers can expect to communicate with one contact person dedicated to the REMC contract throughout the contract year.	Yes or No	Yes
Customer service telephone number is toll-free	Yes or No	Yes
Customer service fax number is toll-free	Yes or No	Yes
Your web page includes REMC specific prices and specifications	Yes or No	No
Office hours (Eastern Time)	__AM to __ PM	8:00 AM to 5:00 PM
Demo/evaluation product available	Yes or No	Yes
Will provide demonstration session for:		
REMC advisory council	Yes or No	Yes
A school district	Yes or No	Yes
A school building	Yes or No	Yes
Response Time to voice mail or e-mail within 24 hours	Yes or No	Yes
<b>Order Verification, Billing, and Customer Account information</b>		
Order verifications will be sent within 24 hours of receipt of the order without customer having to request notification	Yes or No	Yes
If no, order verifications will be sent upon customer request	Yes or No	N/A
New customer forms are required	Yes or No	No
P.O. errors are corrected by phone, fax or e-mail vs. U.S. mail	Yes or No	Yes
Summer deliveries coordinated with customer	Yes or No	Yes
Will your company accept procurement/credit cards as payment for REMC orders?	Yes or No	Yes
If yes, what is the maximum amount that can be charged?	\$ or Unlimited	Unlimited
What additional fees, if any, are charged for credit card orders?	\$, % or N/A	N/A
<b>Vendor Conditions</b>		
Minimum order to avoid a shipping charge	Specify \$\$ amount	\$26.00
Is contract number required on orders?	Yes or No	No
<b>Customers saw you exhibit at the following Michigan K-12 conferences in the 2005/06 school year:</b>		
MAEDS, October 5-7, 2005	Yes or No	<b>No</b>
MAME, November 9-11, 2005	Yes or No	No
MIEM, November 30- December 2, 2005	Yes or No	No
MACUL, March 8-10, 2006	Yes or No	Yes
MSBO, April 26-28, 2006	Yes or No	No
Other Michigan statewide K-12 conferences	Name(s)	
<b>Customers can expect to see you exhibit at the following Michigan K-12 conferences in the 2006/07 school year:</b>		
MAEDS, October 18-20, 2006	Yes or No	<b>No</b>
MAME, October 25 - 27, 2006	Yes or No	No
MIEM, November 29-December 1, 2006	Yes or No	No
MACUL, March 14 - 16, 2007	Yes or No	Yes
MSBO, April, 2007	Yes or No	Yes
Other Michigan statewide K-12 conferences	Name(s)	

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<b>Delivery</b>		
Deliveries generally are drop-shipped by manufacturer	Yes or No	Yes
Only tailgate delivery for large items in excess of 70 pounds?	Yes or No	
Our delivery timelines from receipt of orders are as follows. Please answer on the line appropriate to the bid to which you are responding.		
Equipment delivery typically in x days	days	5-10 Days
Supply/Paper delivery typically in x days	days	3-5 Days
Software delivery typically in x days	days	N/A
<b>Troubleshooting/Use/Set-Up Assistance</b>		
Phone assistance available	Yes, No or N/A	Yes
Onsite after sales assistance available (no cost)	Yes, No or N/A	Yes
Onsite assistance available at extra cost	Yes, No or N/A	Yes
<b>Warranty Policies</b>		
Replaced with new if reported within x days	days or N/A	N/A
Replaced with used/reconditioned units even if the initial unit was new	Yes, No or N/A	Yes
Call tag issued for return of DOA items	Yes, No or N/A	Yes
<b>Please provide a brief summary of warranty policies</b>		
All laminators come with a 90 day warranty covering all parts and labor, except for Ultima 35EZ wich has a 1 year limited warranty. If unrepairable machine will be replaced with a like new machine.		
<b>Repair Policies</b>		
On-site repair service is provided by company or subcontractor in:		
Upper Peninsula	Yes, No or N/A	Yes
Lower Peninsula (except Wayne, Oakland, Macomb Counties)	Yes, No or N/A	Yes
Metro Detroit (Wayne, Oakland, Macomb Counties)	Yes, No or N/A	Yes
<b>Return Policies</b>		
Call tag issued for company's incorrect shipment	Yes or No	Yes
Customer dissatisfaction with items can be returned within x days	days	
Credit for return policy (i.e. full refund up to x days)	days	
Returns refunded or issued as credit for future purchases	Refund/Credit	
Restocking fees (i.e. % charged after x days)	___% after ___ days	
<b>Please provide a brief summary of return policies:</b>		
<p>Return Policy</p> <p>Please follow the simple instructions printed on the reverse side of your packing slip to obtain a Return Merchandise Authorization(RMA) number and detailed return instructions before shipping your product. NO returns of any type will be accepted without an RMA number.</p> <p>All defective products will be accepted by GBC for credit, exchange or repair within 30 days of the invoice date. GBC is responsible for return freight on these items if applicable.</p> <p>All non-defective supply and non-installed equipment returns are subject to a 15% restocking fee and must be completed within 30 days of the date of the invoice. Customer is responsible for return freight on these items.</p> <p>Non-defective installed equipment returns will not be accepted.</p> <p>All custom-made product sales are final and are not eligible for return.</p>		