

## **BECOMING A SHOPTOMYDOOR PARTNER/REPRESENTATIVE**

Shoptomydoor.com a service of American AirSea Cargo founded in Texas, USA with its head office at 12011 Westbrae Parkway, Houston. Companies interested in **becoming a partner** and representing us in various countries and locations must read the guidelines to having a successful partnership.

### **Services to be performed by Partners/Representatives**

1. Make available a conducive office environment for customers to pick up shipment and provide accurate information to customers who come in to inquire about Shoptomydoor services.
2. Sort individual customers' boxes from the big consolidated box/pallet from Shoptomydoor's head office and group appropriately in the warehouse for easy access and fast service when customers walk in for pickup.
3. Handle necessary documents such as pickup waybill completed by customers at pickup and ensure it's properly documented for future reference.
4. Be eligible to participate in the Representative Scheme of Shoptomydoor and to make additional revenue from this scheme.
5. Become a distributor and an outlet for the sale of various products that Shoptomydoor will be introducing into the country.
6. Where necessary, customers who would like to export may bring in items, accept shipments/products from customers from your location and send to the Shoptomydoor's head office in the United States of America.

### **Criteria for Acceptance and Evaluation**

Proposal must be sent correctly and in compliance with the structure in Section A-H below and on time. Failure to comply may eliminate your proposal from consideration. The proposal must demonstrate an understanding of Shoptomydoor core value and need. It will be evaluated based on, but not limited to the following:

1. All applicants must be organized as a company and its documents of incorporation available for review by Shoptomydoor.
2. Must be well established and recognized in the territory, familiar with business policies, political and social conditions of the territory to actively promote Shoptomydoor services.
3. Applicant should not be engaged in any other activity that may compete directly with the business and interests of Shoptomydoor.
4. Should possess financial and professional capability to promote Shoptomydoor in their territory.
5. Should be able to produce tax clearance certificate or audited financial statement for the past year if needed.

## **How to Send Your Proposal**

Your proposal must be sent in the format provided in section A to H below. Please scan and submit all supporting documents and email to [\*\*rep@shoptomydoor.com\*\*](mailto:rep@shoptomydoor.com).

## **Response Format**

Section A – Territory of Interest

Section B – Bank Reference - The reference should include the following:

- Type of account.
- Length since account has been opened.
- Average monthly balance for the last 6 months.

Section C – Customer Service Standards: Please provide details of your customer service standards for past projects. If you have not been involved in services that deal with customers regularly, please provide details of how you intend to handle customer service issues as needed.

Section D – Reputation (references) and Experience - Please provide the following

- Brief history of your company
- A list of your present corporate clients if any or an estimate of the number of individual customers of present
- Details of other services performed by your company at present
- At least 3 co-operate references

Section E – Management information reporting proposal: Please provide examples of different types of reports your company can produce for its customers, either electronically, on-line or as hard copies (e.g. sample invoices, project documents, etc)

Section F – Technical/professional skills of staff

1. Please provide details of the team that you propose to work with us, including where their regular place of work is located
2. Please attach a brief CV for each person. (No more than 1 page/A4 per person)

Section G – Offices

Please provide details of your office location or locations. Include pictures of interior and exterior (exterior needs to be taken from the other side of the road, so as to show the complete building and surrounding areas).

Annex H – Any Additional Value Adding Services

Describe any additional unique services that you can offer to Shoptomydoor which helps to improve our core value and need.

Disclaimer: Note that the submission of your proposal is not an offer or guarantee to become a partner, as we have to thoroughly see that you can comply with our core value as a business.

SHOPTOMYDOOR