



Resource Guide

Supporting Independent Distributors & Entrepreneurs Worldwide

Be in business **for yourself...not by yourself.**



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The Ampersand Group

Mission Statement



The Ampersand Group was created by an Independent Distributor for Independent Distributors.

We provide the opportunity and ability for Independent Distributors and Entrepreneurs to be in business for themselves...not by themselves.

We will create an enjoyable and rewarding work environment that will empower and reward each of our Members.

We will promote growth, both professionally and personally to our Members.

We will be problem solvers of the industry through our seasoned staff, industry affiliations, technology, research and development, and innovative minds.

We are committed to listening to what our Members have to say and respond to their concerns quickly and efficiently.

PARTNERING = STRENGTH



STRENGTH = SUCCESS

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You Hire Us

We Don't Hire You



- You hire us...We don't hire you
- You retain your own Independent Distributorship
- All clients are yours and remain yours
- All documents are presented to your customers in your name



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You Make The Sale

We Do The Rest



- You stay in front of your customers
- You maintain the relationships
- You choose your Vendor
- You determine the sell price



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Back Office

Support



- You utilize our eCommerce Technology
 - Business to Business**
 - Business to Consumer**
- We guide you through the demo, setup, and installation
- You are now able to offer clients state-of-the-art eCommerce solutions
- You are now a GLOBAL selling machine
 - No geographical boundaries**



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Order Entry

Made Easy



- You key your orders into our Order Entry System
 - Insures accuracy at invoicing**
- You have access 24/7/365
- Remote desktop connection into our servers
- Information at your fingertips
 - O.E.** -**A/R** -**A/P** -**RFQ** -**Quote To Client**
 - Inventory** -**Report Functions**
 - Disbursement** -**eCommerce**
 - Archives** -**Template Items**
 - Email Docs** -**Digital Document Management**
- No capital Investment for Hardware/Software



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Workflow








01 Member receives order from client.
Member determines pricing.




02 Member enters Purchase Order
into Ampersand System. Member
sends PO to vendor electronically.

03 Ampersand receives invoice from
Manufacturer and verifies accuracy
on charges versus the Purchase Order.

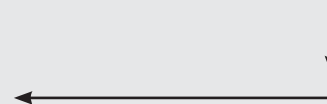
04 ?? Discrepancy between the Member
PO and the Vendor Invoice ??

 Member is notified for
approval resolution.





 Ampersand pays Manufacturer
and invoices Client in Member's
 Name per instructions in client
 maintenance/billing notes.

05 Payment from client is received and
Ampersand pays funds to Member
bi-monthly via direct deposit into
your bank account.



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Accounts Payable

Made Easy



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- Large Vendor Database with terms
- You choose the Vendor, negotiate the price, we pay the bill
- We facilitate Pre-Payments
- Group buying power means better Cost Of Goods
- You approve discrepancies on Vendor's invoice
- You never have to open your wallet



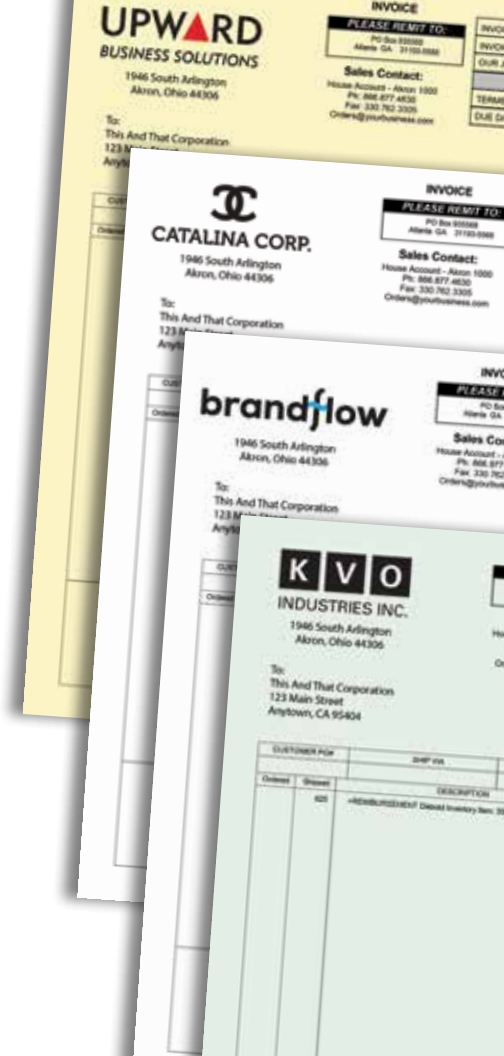
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Accounts Receivables

Made Easy



- The Ampersand Group is invisible to your customers
- We invoice the customer in your name
- Your customer remits payments in your name
- Weekly you receive:
 - Invoices and supporting documentation
 - Aged Accounts Receivable
 - Open Purchase Order Report



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Sales Tax

Reporting



- We are licensed in all 50 states
- We collect all sales tax
- We do all sales tax reporting
- We subscribe to monthly sales tax monitoring software for accuracy and tax rate changes
- You no longer have to spend Time and Money on Sales Tax Reporting



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Disbursements

Made Easy



- Upon A/R being paid, we disburse funds
- Disbursements are twice a month
- Disbursements are paid on the Gross Margin
You are liable for all sales with a negative Gross Margin
- You will receive a detailed Disbursement Report itemizing each line item and its Gross Margin
- Funds are paid via direct deposit into your bank account



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Collections

Made Easy



- Collections are your responsibility
- You are provided with A/R Aging weekly reports to keep your pulse on A/R
- Statements are sent to your customers on a monthly basis
- All A/R Aging over 60 days incur a 2% non-refundable penalty of the invoice amount
- All A/R Aging over 90 days incur a chargeback for the Cost of Goods

-To be reimbursed when A/R is paid, less a \$7.50 handling fee



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Bad Debt

Insurance



- Protect your receivables against unforeseen circumstances and changes in the economy
- Sell to larger clients and take larger orders with financial security in mind
- Mandatory on all clients with a historical average A/R of > \$10,000
- Insurance expense is a cost, and shared jointly by The Ampersand Group and Member
- Claims are paid at 90% of Invoice total
- Never worry about bankruptcy, or bad debt again



Insurance

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EDI Solutions

(Electronic Data Interchange)



Electronic Data Interchange (EDI)

Computer to computer exchange of structured information and business documents, such as invoices and purchase orders.

- Customers are requiring this service more and more
- Technology making selling easier
- Reduce Days Sales Outstanding



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Advantages & Benefits



The
Ampersand Group LLC

Supporting Independent Distributors Worldwide

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- Full eCommerce & Back Office solutions to grow your business
- Our staff are veterans in the Print, Promotional, and Office Supply industries.

We are here to help you.

- Membership to ASI, PPAI, Brand Chain & its Resources
- Membership to Q Power and its Resources



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- We handle Pre-Payments to your Vendors
- No Mandatory Preferred Vendors Requirements
- Availability to add your own Vendors
- Full vendor database with Credit Terms for
 - Print Manufacturers
 - Promotional Products Vendors
 - Office Supply Vendors



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Advantages & Benefits



- We operate out of a 30,000 square foot state-of-the-art Warehouse and Distribution Facility
- Over 35 years experience with eCommerce
- We host our own Servers with Redundant Backups
- We subscribe to Online Meeting Software for Presentations and Support of your clients
- Network of fellow Independent Distributors for Sourcing and Ideas through our Internal Google group



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- Library of Marketing Materials that represents your product lines at your fingertips
 - Print Collateral, Videos, PowerPoints, Docs, etc.
- Support and resources for RFPs and RFQs
- Library of ancillary tools for sales support
- We provide sales support for presentations and online demos



 An order form for a trade show/expo sell sheet. It includes the company logo, a title, a small image of the product, pricing information, and a form for customer details.

& Associates Group
Marketing Communications & Design Solutions

Order Form
Trade Show/Expo Sell Sheet

Place this form, fill it out and fax it with your purchase order to place an order.

Trade Show & Expo Sell Sheet
TSF-4500

Printing: Paper is 8.5" x 11" and printed 4/0 on 80# gloss text.
Finishing: Laminated for added durability.

Quantity		Pricing (Please circle quantity)	
25 - \$50.00	50 - \$100.00	100 - \$150.00	250 - \$300.00
			500 - \$500.00

Company _____ Phone _____
 Contact _____ Fax _____
 PO # _____ Email _____

Personalization Information

Imprint Area: 4" x 3.12" (75% 300 dpi)
 File Name: _____



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Advantages & Benefits



MEMBERS ONLY SITE

- Content rich site exclusively for our Members
 - Support Documents
 - Marketing Documents
 - Training Documents
 - Sourcing Documents
 - Case Studies
- Download PDFs, PowerPoints, Videos, and Documents
- Categorized for ease of use
- Available 24/7/365



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MEMBERS NEWSLETTERS

- Periodic Newsletter
 - Quick Links
 - Training
 - News & Updates
 - Industry Highlights
 - Tips & Tricks
 - Business News
 - Upgrades
 - Current Events



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The Ampersand Group provides support for Independent Distributors & Entrepreneurs. From Back Office Support to cutting edge eCommerce Technology for your customers; Our mission is to help Distributors **GROW**.

KEEP YOUR IDENTITY

Our competitors require you to use their name. With us, you keep your Business Identity and build your Brand.

MAINTAIN CONTROL

You've built your business from the ground up, your way. With us, it stays that way.

LEVERAGE OUR ECOMMERCE PLATFORM

Sell more online, period. Our eCommerce Technology is top notch and used by over 300,000 people each year.



TO JOIN 

- *Fill out the prospect application*
- *Sign a simple agreement*
- *Provide pertinent info for the setup*

NO fees to set up & NO contract length!

**Back Office Support • Volume Pricing Discounts • Accounts Payable
Accounts Receivable • Sales Tax Collecting & Reporting • Marketing Collateral
Electronic Forms • eCommerce Solutions • EDI Solutions**

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