



Sunflower Shoppe Product Submission

(Revised 12/6/2012)

In order for a product to be submitted to Sunflower Shoppe for approval or placement in our stores, the following information must be provided. Incomplete product forms will not be accepted.

We are a Natural foods company. To save you time, please do not submit product that are not generally considered/recognized as “clean”. They are Rarely Accepted. Products with USDA certified organic seals will easily meet our standards.

Please use the email below for questions. Yes we have phones too, but with many new products submissions every month, it makes it much easier to ensure we can respond to everyone. Please reference the Brand in every email please.

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1. We **Must** receive an actual physical sample(s) of the product(s) being submitted.

 2. Samples should be sent to:
Chad Bradford
Sunflower Shoppe
5100 State Hwy 121
Colleyville Tx. 76034.
Fax: 817-399-9909
Email: Chad@sunflowershoppe.com

 3. Include your contact information:
 - A. Company/ Broker Name
 - B. Address
 - C. Phone
 - D. Fax
 - E. Email address

4. If the product you are submitting is from a new company (one not currently carried by us), please include:
 - A. Return Policies
 - B. Freight policies.
 - C. Minimum orders

5. You must provide the following information for **each product**:
 - A. UPC # (s) of product submitted (12 digits)
 - B. Order Code/number (if applicable)
 - C. Product Brand
 - D. Product description
 - E. Unit Size
 - F. Case Pack
 - G. Suggested retail price
 - H. Regular Wholesale price
 - I. Opening order discount % for product
 - J. Ongoing discount % for product
 - K. Other promotions (if applicable)

6. A full disclosure of ingredient listing must be included if this is not listed on the product. If the product contains ingredients that are not common, you must submit information on the ingredient(s).

7. The better the opening order discount for a product is the better the chance of approval of the product. If a free set is offered, this gives the best chance for approval of a product.

8. Free shipping on the new product orders direct to store is also required.

9. We need to know how the product is going to be marketed.
 - A. Is there going to be national advertising?
 - B. Is there co-op money available to market it in our e-blasts?
 - C. We need to know who stocks the product in our marketplace.
 - D. Will there be demo support, testers and or samples provided?
 - E. Will there be staff training provided?

10. We do not accept multi-level products, or products from independent distributors.

11. Ongoing discounts for a product(s) will be passed along to the consumer resulting in a lower retail.

12. You need to designate if the product will be sold direct to each store or through a distributor. If it is sold through a distributor then the distributor's name and item number for each product must be listed. We have a 100% return policy for our customers and it is absolutely necessary to have the same from our vendors. Failure to provide a 100% customer returns policy may result in non-approval of your product.

13. Include your contact information:

- A. Company/ Broker Name
- B. Contact
- C. Address
- D. Phone
- E. Fax
- F. Email address

NOTE: FAILURE TO PROVIDE A LIVE PRODUCT SAMPLE AND THE INFORMATION LISTED ABOVE WILL GIVE AN AUTOMATIC NON-APPROVAL STATUS OF YOUR PRODUCT(S).

Thank you for your diligence in this process and we look forward to doing business with you

In Health,

**Chad Bradford
Sunflower Shoppe**

[Click Here to Download Excel Product Submission Form](#)



New Product Submission Form

Company Name:		Contact:	
Broker Name (if any):		Phone:	
Address:		Ext:	
City:		Fax:	
State:		Email:	
Zip:			
Direct or Distributor? <input type="checkbox"/> Natures Best <input type="checkbox"/> Tree of Life <input type="checkbox"/> Other			
If Direct:			
Minimum Order:			
Feight Policies:			
Return Polices:			
Notes:			

UPC (individual unit UPC)	Order Code (Item Number)	Brand	Description	Unit Size (UOM)	Case Pack (IE: 12)	Minimum Qty: (IE: 1, 3, Case only, Etc)
Suggested Retail Price:						
Regular Wholesale:						
Opening order Discount:						
Other Promotions:						
Insert Ingredients: (Or attach seperately)						
Advertising?						
Co-op Money Available?						
Who stocks this product in our Market?						
Demo Support?						
Samples / Testers?						
Staff Training?						
Notes:						

UPC (individual unit UPC)	Order Code (Item Number)	Brand	Description	Unit Size (UOM)	Case Pack (IE: 12)	Minimum Qty: (IE: 1, 3, Case only, Etc)
Suggested Retail Price:						
Regular Wholesale:						
Opening order Discount:						
Other Promotions:						
Insert Ingredients: (Or attach seperately)						
Advertising?						
Co-op Money Available?						
Who stocks this product in our Market?						
Demo Support?						
Samples / Testers?						
Staff Training?						
Notes:						

UPC (individual unit UPC)	Order Code (Item Number)	Brand	Description	Unit Size (UOM)	Case Pack (IE: 12)	Minimum Qty: (IE: 1, 3, Case only, Etc)
Suggested Retail Price:						
Regular Wholesale:						
Opening order Discount:						
Other Promotions:						
Insert Ingredients: (Or attach seperately)						
Advertising?						
Co-op Money Available?						
Who stocks this product in our Market?						
Demo Support?						
Samples / Testers?						
Staff Training?						
Notes:						