

# DPI Specialty Foods

Dear Supplier:

We at DPI are very pleased you are considering us as part of your distribution chain. We are proud to offer excellent service to our customers along with fine quality items like yours.

To be setup as a Vendor with DPI, there is a good deal of information that we will need to gather relating to your items and company. We are also providing you with information regarding our organization to help you better understand how we operate as a marketing and distribution company.

The new vendor packet that you are receiving includes several forms required by DPI in order to set you up as an active vendor in our system. Your prompt submission of accurate and complete forms will help expedite the setup process. Once complete documents are received, your items will be set up within 24 to 48 hours. Incomplete, inaccurate, or altered documents will delay the process.

In order to help ensure you have all required and optional documents for submission, we are providing you with a Vendor Setup Checklist. Please submit the completed checklist with all of your required paperwork.

We recommend you make arrangements with the Sales and Marketing Department to discuss marketing and promotion activities available to assist in broadening placement and increasing sales of your product through our distribution network.

Thanks for all your efforts. We look forward to working with you!

DPI Specialty Foods  
Sales & Marketing