



PREMIER PROGRAMS CO-OP PROPOSAL FORM



PLEASE CIRCLE THE APPROPRIATE PROGRAM:

NOTE: To propose access to your co-op funds you must complete this form PRIOR to conducting the marketing activity. Please fax the Proposal Form to the Premier Programs Marketing Administrator at (416) 740-2536 or (416) 740-6100 for fast Prior Approval (48-hour turn-around time).

COMPANY INFORMATION – PLEASE PRINT CLEARLY

Reseller Name: _____

Address: _____

Contact Name: _____ **Email:** _____

Phone: _____ **Fax:** _____

Date of Request: _____ **IM Customer Number:** ____ - _____

MARKETING ACTIVITY DETAILS

Activity Description: _____ **Vendor:** _____

Products Featured: _____

Additional Vendors: _____

Date(s) of Activity: _____ **Estimated Cost of Total Activity:** _____

Statement Date: _____ **Co-op Funds Available (to date):** _____

VENDOR AUTHORIZATION (INTERNAL INGRAM MICRO OFFICE USE ONLY)	
Prior Approval #: _____	Actual Co-op Funds Approved: _____
Approved [] Vendor / IMI Signature: _____	Date: _____
Declined [] Reason for Decline: _____	Date: _____

CLAIM INFORMATION

Once the activity is completed please complete this form and forward it to the Ingram Micro Premier Programs Marketing Administrator along with these MANDATORY ITEMS:

1. Proof of Performance – Original copy of advertisement OR tearsheet OR catalogue OR promotional item PLUS a copy of your supplier's invoices.
2. An invoice from your company billing Ingram Micro for the APPROVED amount of co-op dollars.
 - DO NOT deduct this claim from your account. A credit will be issued within 30 days.
 - Requests for funds must be made at least 30 days prior to program launch date.
 - All advertising copy must be approved by Ingram Micro Marketing prior to execution.

Submit completed proposal to:
Premier Programs Marketing Administrator
Ingram Micro Premier Programs
230 Barmac Drive
Weston, ON M9L 2Z3

Phone: (416)740-9404 extension 55450
Toll Free: 1-800-668-3450 extension 55450
Fax: (416)740-2536 or (416) 740-6100
Email: rbarrett@imcan.com