

# CATALOG ADDITIONS/CORRECTIONS FORM

(Print, Complete, Fax or E-Mail to the Contacts Below)

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Date: \_\_\_\_\_

## DESIRED PRODUCT ADDITION(S)

Part Number/Description: \_\_\_\_\_

Part Number/Description: \_\_\_\_\_

Part Number/Description: \_\_\_\_\_

Product Artwork:  New Artwork To Be Sent  Artwork Previously Sent  Other \_\_\_\_\_

Product Text:  New Text To Be Sent  Text Previously Sent  Other \_\_\_\_\_

Product Pricing:  New Pricing To Be Sent  Included in Price Book  Other \_\_\_\_\_

Are These Products New:  Yes  No If So, Specify Current Availability: \_\_\_\_\_

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## CATALOG CORRECTIONS

▪ Part Number (If Applicable): \_\_\_\_\_

Type of Correction:  Error In Description/Text  Picture Error  Part Number Error  Other \_\_\_\_\_

Description of Correction: \_\_\_\_\_

▪ Part Number (If Applicable): \_\_\_\_\_

Type of Correction:  Error In Description/Text  Picture Error  Part Number Error  Other \_\_\_\_\_

Description of Correction: \_\_\_\_\_

▪ Part Number (If Applicable): \_\_\_\_\_

Type of Correction:  Error In Description/Text  Picture Error  Part Number Error  Other \_\_\_\_\_

Description of Correction: \_\_\_\_\_

Additional Changes to Logo/Artwork/Information: \_\_\_\_\_

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## BR WHOLESALE CONTACT INFORMATION:

Send the completed Form to James LeBelle – Via E-Mail: [jlebel@brwholesale.com](mailto:jlebel@brwholesale.com) or Fax: 269-781-3722

Submit Artwork to Todd Harris – Via E-Mail: [tharris@brwholesale.com](mailto:tharris@brwholesale.com) or Mail: 315 Woolley Dr., Marshall, MI 49068 (Call for FTP Information)

## BR WHOLESALE INTERNAL CHECK OFF (To be completed by BR Wholesale)

New Products Approval:  Yes  No Reason: \_\_\_\_\_ Purchasing Initials: \_\_\_\_\_

Additions Completed:  Yes Specify: \_\_\_\_\_ Designer Initials: \_\_\_\_\_

Corrections Completed:  Yes Specify: \_\_\_\_\_ Designer Initials: \_\_\_\_\_

Additional Information: \_\_\_\_\_

**DUE DATE:** Requests/Materials are requested to arrive at BR Wholesale by August 1, 2011. Final deadline for materials is September 1, 2011.

