



Service Provider E-Rate Sales Materials Request

PURPOSE OF FORM: This form is used by Service Providers to authorize Kellogg & Sovereign® Consulting, LLC (“KSLLC”) to include sales and/or marketing materials with E-rate bid packets provided by KSLLC to their standard E-rate clients.

I hereby authorize Kellogg & Sovereign® Consulting, LLC to enclose our sales and/or marketing materials in the bid packets that will be distributed to KSLLC’s client schools and libraries during the E-rate filing process for FY 2012-13.

I understand that KSLLC reserves the right to refuse to include materials deemed inappropriate by KSLLC. Furthermore, I understand that KSLLC is not endorsing or recommending our products and services by the act of including our sales and/or marketing materials in the bid packets.

I certify that the materials we will provide to KSLLC have been approved by our authorized company representative for distribution to schools and libraries associated with the E-rate filing for FY 2012-13. Furthermore, I understand that the materials must be 8 ½” x 11” (letter size) not to exceed 4 pages.

Please COMPLETE the following:

_____ Materials will be printed and shipped to KSLLC no later than _____ (date).

Cost \$2.00 per client bid packet. Specify Quantity: _____ OR _____ ALL Clients

_____ Service Provider will send materials to KSLLC who will both print and distribute materials.

Cost \$4.00 per client bid packet black & white; \$6.00 per client bid packet color.

Specify Qty: _____ OR _____ ALL Clients Select: _____ B/W OR _____ Color

Payment terms: Net 30 days.

Authorized Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

Company:	
Contact Person:	
SPIN:	
Email:	
Address:	
City, ST, Zip:	
Phone:	
Fax:	

Return completed form by email to: forms@kelloggllc.com or Fax: 580-332-2532
Materials to be printed should be sent in .pdf format to Mel Van Patten.

Due date for inclusion in all bid packets: November 30, 2011.

Materials received after November 30, 2011 will be included in remaining bid packets.