



## Getting Started With WarehousingAndFulfillment.com

### Getting Started:

- Your Agreement is processed by the new accounts division
- If you're participating in the Vendor Directory or Banner advertisement:
  - Vendor Directory: Please submit your company logo in Jpeg or Gif format
  - Website Logo: Please submit your company logo in Jpeg or Gif format
  - Banner Advertisement: Please submit banner ad with less than or equal size of 125 pixels high by 300 pixels wide
- Your Account Information is established in the WarehousingAndFulfillment.com system
- Set up fee is charged and a copy of this invoice is sent to your email address
- Welcome email is sent by your assigned Account Rep
- Please respond to this email to ensure successful delivery

As soon as a lead that meets your criteria is qualified, we'll forward it to you immediately

### Monthly Billing:

- On the 1st of each month, you'll receive your monthly invoice for the previous month via email.
- Please make sure that everything that is accurate on your invoice
- If you have a question about your invoice, simply reply to the invoice email or send a notice to our accounting department at [accounting@warehousingandfulfillment.com](mailto:accounting@warehousingandfulfillment.com).
- Between the 1st and the 6th, we'll make any necessary adjustments to your invoice
- Please note, if you need an adjustment after the 6th for your invoice from the previous month, it may be included on your next monthly invoice
- Between the 7th and the 10th of each month, we'll charge your credit card for the last month's invoice

### Credits:

- Please notify your Account Rep as soon as possible when you have a credit request
- Your Account Rep will investigate each credit request and reply to you as soon as he/she has determine whether or not a credit will be issued