

## Sendoso Sourcing & Ordering Guide

Work with Sendoso Project Managers to stay on top of your swag

### The Team

Sendoso has dedicated project managers that can help source and order swag and other items. The benefits of working with the Project Management Team is:

- Sourcing experience and familiarity with the products in the marketplace
- Ability to leverage Sendoso's relationships with various vendors for preferred rates

Project Managers will manage your direct mail and gifting campaigns from idea creation, to sourcing and quoting items, to ordering, and getting the items successfully to the warehouse. *Nothing will be ordered without final approval.*

### The Process

- You reach out to Sendoso to do a discovery call to go over project details
- Sendoso comes back with ideas and you choose one
- Sendoso sources the items providing options and quotes for approval
- You approve and Sendoso starts ordering (proofs given for approval before items go into production)

- Sendoso coordinates the shipping to the warehouse (we create the SN for you)
- Sendoso notifies you when items are in the warehouse and ready to send

### Low Inventory Re-Ordering

Seamlessly manage inventory so you never run out.

- Set email alerts for low inventory thresholds (ex. when your inventory of water bottles drop below 30, you will get an email notification)
- Set the email notification to go directly to a Sendoso project manager and give them pre approval to re-order a predetermined amount (ex. when your inventory of water bottles drop below 30, Sendoso can place a re-order for 50 bottles)
- There is a one time set up call to make any introduction to current vendor of the item, threshold amount, and re-ordering quantity)

### The Cost

We charge 10-20% of the total cost of the items ordered.

### FAQ

#### How will we be charged for this?

If you have enough funds in your account balance, we will withdraw the owed amount.

#### What if I don't have enough funds in my account?

If you do not have enough funds, we will invoice you. Invoice payment is due upon receipt.

#### What if I want to send my own items in?

You can send your own items in! You will need to create your own ship notice.