



# WATERSTONE

## New Client Set-up Procedures Data Sheet

Company Name: \_\_\_\_\_

Company Contact: \_\_\_\_\_ ; Title \_\_\_\_\_

Contact Email: \_\_\_\_\_ ; Phone \_\_\_\_\_

Company Address: \_\_\_\_\_

Contract Terms:  5 Year      Customer Initial \_\_\_\_\_

**(Agreement will not be sent until initialed)**

### **New Client Set-up Procedures**

Send an email to [bidpoint@waterstoneservices.com](mailto:bidpoint@waterstoneservices.com) and include the following information:

1. Send this completed data sheet
2. Send a copy of the last waste and recycle invoice for each location. **(Minimum \$400 per)**
3. Send a spreadsheet detailing each location(s): site id, address, site managers name, phone and email.

### **New Client Process**

Sales Rep acknowledges that the client understands they will receive an agreement from Waterstone, in which will be electronically generated and emailed in the following order:

1. Contract is sent via Adobe echo-sign to client to execute.
2. Sales Rep receives email confirming agreement has been sent.
3. Contract then goes to Waterstone executive to execute
4. New Client and Waterstone will receive an email with a copy of the completed Waterstone agreement

### **Waterstone Responsibilities**

- Keep Client's information confidential
- Waterstone agrees not to take any actions that would cause third party **conflict** or put client **out** of compliance with any (vendor or purchasing group) agreements as of the effective date of this agreement. Waterstone will always work in "good faith" to maintain the current relationships with the vendors being used unless directed differently by client. "Win-Win-Win" for all parties.

Rep Name: \_\_\_\_\_

Rep Email: \_\_\_\_\_

Rep Phone: \_\_\_\_\_

**Sales Representative, by completing and sending this data sheet, acknowledges the client is aware and in full understanding that they will receive an agreement from Waterstone.**