



## Manufacturer Partner Requirements

**Warranty** - By signing this document you agree to support your product provided to Ace for the standard manufacturer warranty period,

**Product information** - Fill out the attached Manufacturer product information spreadsheet for product information and pricing. Include your best price and where the product will be procured (If through distribution, please include optional distributors. We prefer Synnex, Ingram, D&H or Tech Data, but we have relationships with most distributors.)

**Marketing materials** - Send any marketing PDFs on the products listed in the spreadsheet so we can put them on the website – if you have the original document (indesign, adobe), send this as well so we can edit to include WSCA Contract number and Ace contact information. Please include product images, spec sheets, and product descriptions.

**Logo** – Please send your logo (hi-res vector graphic, JPG) to [wsc@acecomputers.com](mailto:wsc@acecomputers.com) so we can make sure to use the proper logo on the website. Include any paperwork necessary to allow Ace to use your logo.

**Material Safety Data Sheets** – These must be provided for all equipment being marketed (including if your product contains mercury).

**Environmental Certification programs** – if your product meets any environmental programs (Energy Star, EPEAT, Blue Angel, EcoLogo, Green Guard, Nordic Swan, TCO, etc), please provide documentation and logos for those programs. Certain product lines are required to be EPEAT Certified to be included on the WSCA Contract. These include monitors, PCs, laptops and tablets.

All material should be sent to the following individual for inclusion on the Ace Technology Partner contracts:

Julius Turk  
Ace Technology Partners  
1425 East Algonquin Road  
Arlington Heights, IL 60005  
[jturk@acecomputers.com](mailto:jturk@acecomputers.com)  
Phn: 847-952-6916  
Fax: 847-952-6901



Form **MUST** be filled out in its entirety.  
Return the completed form via fax:  
(847) 952-6901 or scan and e-mail.  
Questions should be sent to  
wsca@acecomputers.com.

**PARTNER INFORMATION SHEET**

Company Information:

- 1.) Company Name: \_\_\_\_\_
- 2.) DBA Name: \_\_\_\_\_
- 3.) **Sales** Contact Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Telephone#: \_\_\_\_\_ Fax#: \_\_\_\_\_
- 4.) **Contracting** Contact Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Telephone#: \_\_\_\_\_ Fax#: \_\_\_\_\_
- 5.) **Customer Service** Contact Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Telephone#: \_\_\_\_\_ Fax#: \_\_\_\_\_
- 6.) **RMA** Contact Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Telephone#: \_\_\_\_\_ Fax#: \_\_\_\_\_
- 7.) **Technical Support** Contact: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Telephone#: \_\_\_\_\_ Fax#: \_\_\_\_\_
- 8.) **Executive (escalation)** Contact: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Telephone#: \_\_\_\_\_ Fax#: \_\_\_\_\_
- 9.) Street Address: \_\_\_\_\_
- 10.) City, State, Zip Code: \_\_\_\_\_

**Completed by Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Submitted by Name:** \_\_\_\_\_ **Title/Dept:** \_\_\_\_\_

**Submitted by Signature:** \_\_\_\_\_ **Phone/Extension:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

