

# NCTM Affiliate Services

## Consignment Request & Agreement

To be submitted no less than six weeks before the Affiliate event.

**A. Requesting:**  Sample Consignment  Regular Consignment  Quantity Discount Purchase\*

\*Attach list of products and stock numbers

### B. Event Information:

\_\_\_\_\_  
TODAY'S DATE

\_\_\_\_\_  
DATE OF EVENT

\_\_\_\_\_  
AFFILIATE NAME

\_\_\_\_\_  
EXPECTED EVENT ATTENDANCE

\_\_\_\_\_  
ELEMENTARY/SECONDARY

\_\_\_\_\_  
OTHER

\_\_\_\_\_  
NAME OF EVENT

\_\_\_\_\_  
SPECIAL TOPIC OR THEME (IF APPLICABLE)

### C. Ship Consignment to:

\_\_\_\_\_  
NAME (Please Print)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE or PROVINCE/ZIP or POSTAL CODE

(\_\_\_\_\_)\_\_\_\_\_  
HOME PHONE

(\_\_\_\_\_)\_\_\_\_\_  
WORK PHONE

(\_\_\_\_\_)\_\_\_\_\_  
FAX

\_\_\_\_\_  
E-MAIL

### D. Send Inventory Records to: (if different than shipping contact above)

\_\_\_\_\_  
NAME (Please Print)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE or PROVINCE/ZIP or POSTAL CODE

(\_\_\_\_\_)\_\_\_\_\_  
HOME PHONE

(\_\_\_\_\_)\_\_\_\_\_  
WORK PHONE

(\_\_\_\_\_)\_\_\_\_\_  
FAX

\_\_\_\_\_  
E-MAIL

**E. Primary Contact Person:**  Shipping contact  Inventory Contact

### F. Supply Quantities:

Catalogs \_\_\_\_\_ Bags for Purchases \_\_\_\_\_ Membership Brochures \_\_\_\_\_

We may add quantities of promotional materials for NCTM events and products.

### G. NCTM Representative Approval

I have read and understand the guidelines for operating an NCTM Affiliate Consignment. On behalf of the Affiliate listed above, I agree to the responsibilities outlined in the NCTM Affiliate Consignment Program document, including all deadlines for returning unsold products, inventory record, and sales report.

\_\_\_\_\_  
NCTM REPRESENTATIVE'S SIGNATURE  
(REQUIRED BEFORE THE REQUEST IS PROCESSED)

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

#### NCTM Consignment Services

1906 Association Drive, Reston, VA 20191-1593

E-mail: [consignments@nctm.org](mailto:consignments@nctm.org) ~ Phone: (703) 620-9840 ext. 2104 ~ Fax: (703) 476-2970 ~ July 2002