



# Resource Guide

*Supporting Independent Distributors & Entrepreneurs Worldwide*

Be in business **for yourself...not by yourself.**



Be in business **for yourself...not by yourself.**

# The Ampersand Group

*Mission Statement*



***Be in business for yourself, not by yourself.***

**The Ampersand Group** was created by an Independent Distributor for Independent Distributors.

**We provide** the opportunity and ability for Independent Distributors and Entrepreneurs to be in business for themselves...not by themselves.

**We will** create an enjoyable and rewarding work environment that will empower and reward each of our Members.

**We will** promote growth, both professionally and personally to our Members.

**We will** be problem solvers of the industry through our seasoned staff, industry affiliations, technology, research and development, and innovative minds.

**We are** committed to listening to what our Members have to say and respond to their concerns quickly and efficiently.

**PARTNERING = STRENGTH**



**STRENGTH = SUCCESS**

Be in business **for yourself...not by yourself.**

# You Hire Us

*We Don't Hire You*



The  
**Ampersand Group**<sub>LLC</sub>

**Supporting Independent Distributors Worldwide**

*[www.TheAmpersandGroup.com](http://www.TheAmpersandGroup.com)*

- You hire us...We don't hire you
- You retain your own Independent Distributorship
- All clients are yours and remain yours
- All documents are presented to your customers in your name



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# You Make The Sale

*We Do The Rest*



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- You stay in front of your customers
- You maintain the relationships
- You choose your Vendor
- You determine the sell price



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# Back Office

*Support*





- You utilize our eCommerce Technology
  - Business to Business**
  - Business to Consumer**
- We guide you through the demo, setup, and installation
- You are now able to offer clients state-of-the-art eCommerce solutions
- You are now a GLOBAL selling machine
  - No geographical boundaries**



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# Order Entry

*Made Easy*



- You key your orders into our Order Entry System
  - Insures accuracy at invoicing**
- You have access 24/7/365
- Remote desktop connection into our servers
- Information at your fingertips
  - O.E.**    -**A/R**    -**A/P**    -**RFQ**    -**Quote To Client**
  - Inventory**                      -**Report Functions**
  - Disbursement**                -**eCommerce**
  - Archives**                        -**Template Items**
  - Email Docs**                    -**Digital Document Management**
- No capital Investment for Hardware/Software



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# The Ampersand Group

*Workflow*



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**01** Member receives order from client.  
Member determines pricing.

**02** Member enters Purchase Order  
into Ampersand System. Member  
sends PO to vendor electronically.


**03** Ampersand receives invoice from  
Manufacturer and verifies accuracy  
on charges versus the Purchase Order.

**04** ?? Discrepancy between the Member  
PO and the Vendor Invoice ??

 Member is notified for  
approval resolution.

**YES**

**NO**

 Ampersand pays Manufacturer  
and invoices Client in Member's  
Name per instructions in client  
maintenance/billing notes.

**05** Payment from client is received and  
Ampersand pays funds to Member  
bi-monthly via direct deposit into  
your bank account.

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# Accounts Payable

*Made Easy*



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- Large Vendor Database with terms
- You choose the Vendor, negotiate the price, we pay the bill
- We facilitate Pre-Payments
- Group buying power means better Cost Of Goods
- You approve discrepancies on Vendor's invoice
- You never have to open your wallet



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# Accounts Receivables

*Made Easy*



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- The Ampersand Group is invisible to your customers
- We invoice the customer in your name
- Your customer remits payments in your name
- Weekly you receive:
  - Invoices and supporting documentation
  - Aged Accounts Receivable
  - Open Purchase Order Report



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# Sales Tax

*Reporting*



- We are licensed in all 50 states
- We collect all sales tax
- We do all sales tax reporting
- We subscribe to monthly sales tax monitoring software for accuracy and tax rate changes
- You no longer have to spend Time and Money on Sales Tax Reporting



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# Disbursements

*Made Easy*



- Upon A/R being paid, we disburse funds
- Disbursements are twice a month
- Disbursements are paid on the Gross Margin  
You are liable for all sales with a negative Gross Margin
- You will receive a detailed Disbursement Report itemizing each line item and its Gross Margin
- Funds are paid via direct deposit into your bank account



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# Collections

*Made Easy*



- Collections are your responsibility
- You are provided with A/R Aging weekly reports to keep your pulse on A/R
- Statements are sent to your customers on a monthly basis
- All A/R Aging over 60 days incur a 2% non-refundable penalty of the invoice amount
- All A/R Aging over 90 days incur a chargeback for the Cost of Goods

*-To be reimbursed when A/R is paid, less a \$7.50 handling fee*



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# Bad Debt

*Insurance*





- Protect your receivables against unforeseen circumstances and changes in the economy
- Sell to larger clients and take larger orders with financial security in mind
- Mandatory on all clients with a historical average A/R of > \$10,000
- Insurance expense is a cost, and shared jointly by The Ampersand Group and Member
- Claims are paid at 90% of Invoice total
- Never worry about bankruptcy, or bad debt again



Insurance

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# EDI Solutions

*(Electronic Data Interchange)*



# Electronic Data Interchange (EDI)

*Computer to computer exchange of structured information and business documents, such as invoices and purchase orders.*

- Customers are requiring this service more and more
- Technology making selling easier
- Reduce Days Sales Outstanding



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# The Ampersand Group

*Advantages & Benefits*



The  
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**Supporting Independent Distributors Worldwide**

*[www.TheAmpersandGroup.com](http://www.TheAmpersandGroup.com)*

- Full eCommerce & Back Office solutions to grow your business
  - Our staff are veterans in the Print, Promotional, and Office Supply industries.
- We are here to help you.**

-Membership to ASI, PPAI, PSDA and its Resources  
-Membership to Q-Power and its Resources



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# The Ampersand Group

*Advantages & Benefits*

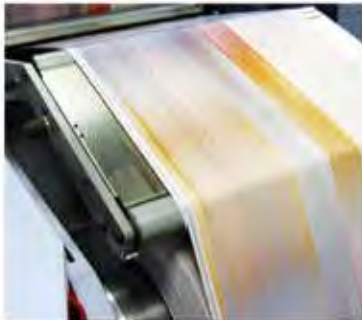


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**Supporting Independent Distributors Worldwide**

*[www.TheAmpersandGroup.com](http://www.TheAmpersandGroup.com)*

- We handle Pre-Payments to your Vendors
- No Mandatory Preferred Vendors Requirements
- Availability to add your own Vendors
- Full vendor database with Credit Terms for
  - Print Manufacturers
  - Promotional Products Vendors
  - Office Supply Vendors



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*Advantages & Benefits*



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- We operate out of a 30,000 square foot state-of-the-art Warehouse and Distribution Facility
- Over 35 years experience with eCommerce
- We host our own Servers with Redundant Backups
- We subscribe to Online Meeting Software for Presentations and Support of your clients
- Network of fellow Independent Distributors for Sourcing and Ideas through our Internal Google group



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*Advantages & Benefits*



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[www.TheAmpersandGroup.com](http://www.TheAmpersandGroup.com)

- Library of Marketing Materials that represents your product lines at your fingertips
  - Print Collateral, Videos, PowerPoints, Docs, etc.
- Support and resources for RFPs and RFQs
- Library of ancillary tools for sales support
- We provide sales support for presentations and online demos



**&**  
Allipensand Group  
Marketing Materials Division

**Order Form**  
Trade Show/Expo Sell Sheet

Print this form, fill it out and fax it to your service center to place an order.

**Trade Show & Expo Sell Sheet**  
SP-42003

Pricing: Floor in 13" x 17" and priced \$10 in 50K gross lot.  
Shipping: Varies for added availability.

Quantity	Price	Phone order quantity
25 - \$55.00	50 - \$10.00	100 - \$10.00
250 - \$100.00	500 - \$100.00	1000 - \$150.00

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Fax: \_\_\_\_\_  
 PO # \_\_\_\_\_ Email: \_\_\_\_\_

Personalization Information  
 Request Area: \* C 1 1 7 375 200 Fax  
 File Name: \_\_\_\_\_

Promotional Products  
 server On-line Design Libraries  
 Online Ordering  
**Printing**  
 Business Forms  
 Digital Labels  
 Commercial Printing  
 Apparel Programs Office Supplies  
 e-commerce

**THE POWER OF ONE**

**PRIME**  
BUSINESS SOLUTIONS

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# MEMBERS ONLY SITE

- Content rich site exclusively for our Members
  - Support Documents
  - Marketing Documents
  - Training Documents
  - Sourcing Documents
  - Case Studies
- Download PDFs, PowerPoints, Videos, and Documents
- Categorized for ease of use
- Available 24/7/365



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# MEMBERS NEWSLETTERS

- Periodic Newsletter
  - Quick Links
  - Training
  - News & Updates
  - Industry Highlights
  - Tips & Tricks
  - Business News
  - Upgrades
  - Current Events



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**The Ampersand Group** provides support for Independent Distributors & Entrepreneurs. From Back Office Support to cutting edge eCommerce Technology for your customers; Our mission is to help Distributors **GROW**.

### KEEP YOUR IDENTITY

Our competitors require you to use their name. With us, you keep your Business Identity and build your Brand.

### MAINTAIN CONTROL

You've built your business from the ground up, your way. With us, it stays that way.

### LEVERAGE OUR ECOMMERCE PLATFORM

Sell more online, period. Our eCommerce Technology is top notch and used by over 300,000 people each year.

**TO JOIN** 

- *Fill out the prospect application*
- *Sign a simple agreement*
- *Provide pertinent info for the setup*

*NO fees to set up & NO contract length!*

**Back Office Support • Volume Pricing Discounts • Accounts Payable  
Accounts Receivable • Sales Tax Collecting & Reporting • Marketing Collateral  
Electronic Forms • eCommerce Solutions • EDI Solutions**

1946 South Arlington Street • Akron, Ohio • **330.379.0041** • [www.TheAmpersandGroup.com](http://www.TheAmpersandGroup.com)