



DEALER APPLICATION INSTRUCTIONS

First, we'd like to thank you for your interest in becoming an Authorized SunRotor® Dealer. We have designed the application process in a manner that, if followed correctly, should be fairly pain-free and quick.

This process includes three important sections: The Dealer Application, the Bank Reference Authorization Form, and the Dealer Contract. Each section has key factors that may delay or completely stall Dealer status approval. If you follow these steps, your application *could* be approved as quickly as 3-5 business days.

AS IS STANDARD, YOU SHOULD NOTIFY BANK AND BUSINESS REFERENCES PRIOR TO SUBMITTING THE APPLICATION.

1. DEALER APPLICATION

- a. The first two parts are standard company information sections. Fill the *General Business Information* section as fully as possible. A photocopy of your Sales Tax Exemption will need to be sent with your application. Accounts that do not fill this section out or submit their exemption **MAY** be charged sales tax.
- b. If the company is a sole-proprietorship or self-owned, only one person is needed on the *Owner/Officer Information*; otherwise, please add the three highest percentage owners.
- c. Two bank references are requested. If only one company bank account is used, it may affect credit terms or credit limit, depending on the returned information. A fax number and/or email address **MUST** be provided for all references. An authorization form will also be necessary for each bank reference; see *Section 2* for more.
- d. Two business trade references are **REQUIRED**. Other vendors and/or suppliers are standard, and are acceptable. Again, a fax number and/or email address **MUST** be provided for all references.

2. BANK REFERENCE AUTHORIZATION FORM

- a. An authorization form will need to be filled out, signed, and submitted for each bank reference. Most banks are unwilling to release any information on your account without account owner approval. Providing this form allows for a speedier response, and may cut down the application approval process significantly.

3. DEALER CONTRACT

- a. The Dealer Contract provides the guidelines and requirements to not only become a SunRotor® Authorized Dealer, but to also maintain that status. Please read through each section thoroughly, and once satisfied, sign the last page of the contract.

Once all parts are complete, you may scan or email the application, bank reference authorization forms, and the last page of the contract to the contacts provided below. If you would prefer to mail it, please make a copy of these same pages to keep for your records, and mail the originals to the address provided. We want to thank you again, and hope that we can grow together in this new, exciting business relationship.

MAILING ADDRESS ▪ FAX ▪ EMAIL

Solar Power & Pump Company, LLC

301 W. 12th St. ▪ Elk City, OK 73644

Fax: 1(866) 439-4139 ▪ Email: contact@sunrotor.com