

CO-OP ACCRUAL REQUEST FORM

Let the Co-op Department help you find available Co-op dollars.

Here's How It Works:

1. Simply write down the names of any manufacturers, and be sure to include the customer's account number. If product(s) are purchased through a distributor, be sure to include the name of distributor, phone number and sales representative.
2. Obtain a signed and dated authorization letter from the customer to research accruals on their behalf.

We Will Do the Rest:

- Research any available Co-op dollars, from the manufacturers that you have listed below.
- Report to you our findings within 7 working days (whenever possible).
- Provide any art materials needed in order to create your ad. Email or fax ad to manufacturer as needed for pre-approval.
- Process invoices and tearsheets to manufacturer and/or advertiser.

Account Executive (Name and #) _____ Date _____

Division _____

Business Name _____ Contact Name _____

Street Address _____

City, State & ZIP _____

Phone _____ Fax _____

Manufacturer/Product

Account #

Dist./Mfr. Name & Phone #

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date Needed _____

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Newsday
MEDIA GROUP