

GETTING STARTED CHECKLIST

Vortex Sales Representatives

- Thoroughly read the Vortex Sales Representative Manual and the Web site -- www.VortexFuelSaver.com
- Review, sign and return the Independent Sales Representative Agreement.
- Set up your email address: *name@VortexFuelSaver.com* . If instructions have not been provided, please send an email to SElwell@VortexFluidOptimizer.com.
- If you have not received your business cards, or confirmation of shipping, please contact SElwell@VortexFluidOptimizer.com.
- You may want to incorporate, especially if you are planning to make direct sales. While we cannot provide legal advice, we have used www.LegalZoom.com to incorporate businesses in the past and can recommend their services.
- For personal sales, you will also need to obtain a Sales Tax Exempt number so that we can ship you product without charging sales tax if you are in a state (MS, NJ, PA) where Vortex has offices. See the example of paperwork for Mississippi.
- Provide UPS account number to Lou_Elwell@VortexFluidOptimizer.com. Write your UPS number here so you can find it easily: _____
- Arrange for installation of a **Vortex Fuel Saver** system on your personal vehicle.
- Consider purchasing/leasing an emissions testing device. Contact Gary at DrSmogTest@nethere.com or call (480) 580-2014 for new or rebuilt test equipment and tell him you are with Vortex.
- Determine appropriate amount of inventory and place an order for additional systems.
- If you desire additional Vortex logo merchandise, please visit: www.cafepress.com/vortexfluid
- Sign up for the **Vortex Fuel Saver** Sales Representative discussion group at Yahoo!: <http://groups.yahoo.com/group/VortexFuelSaver>. You can receive every email as they are sent, or a daily digest. To send emails, address them to: VortexFuelSaver@yahoogroups.com
- Customize the enclosed Press Release and send out to the local media.
- Check for updated Sales Representative Manual or paperwork at www.VortexFuelSaver.com, ask your Sales Manager for the password
- Make your first sale!