



**OUT OF TERRITORY FORM**

- For documentation of specification activities outside your territory or for customer initiated sales for installation outside your territory, use this form to begin a record of your work done with the specifying engineer or architect and/or details of the sale.
- Upon first contact with any project that is to be sold or installed outside of your territory, this form must be filled out completely and submitted immediately to Addison, Attn: Wilfredo Suansing (wilfredo.suansing@addison-hvac.com). Drawings and specifications are to be included.
- Addison will start a file on each project so that progress can be documented as it occurs to create a case for commission credit.
- Your communication with the Host Rep is crucial to making a seamless transition from design stage to successfully selling and installing the equipment.

**Date:**

| <b>From: (Specifying Rep)</b>                        | <b>To: (Host Rep)</b> |
|--|-----------------------|
| Company:   | Company:              |
| Contact:   | Contact:              |
| Address:   | Address:              |
|  |                       |
| Phone:   | Phone:                |
| Fax:   | Fax:                  |
| Email:   | Email:                |
|  |                       |
| Project name:  | End user name:        |
| Address:   | Address:              |
|  |                       |
|  | Phone:                |
|  | Fax:                  |
|  | Email:                |
| Type of application: (i.e. school, hotel, warehouse) |                       |
|  |                       |
| Engineering firm:                                    | Contracting firm:     |
| Project engineer:                                    | Project mgr:          |
| Address:   | Address:              |
|  |                       |
| Phone:   | Phone:                |
| Fax:   | Fax:                  |
| Email:   | Email:                |
| Will this project go out for bids? Yes               |                       |
| No   |                       |
| If so when?  |                       |

|  |  |
|--|--|
| Equipment specified (be specific including product type, size and qty) |  |
|  |  |
| “Alternate equipment specified”  |  |
|  |  |
| Delivered price to the contractor:                                     |  |
|  |  |
| Estimated commission due my company:                                   |  |
|  |  |
| Comments:  |  |
|  |  |
|  |  |
|  |  |

- Send copies of this form to all the relevant parties per this Shared Commission Policy