

## Vendors and Trades Checklist

\_\_\_ Create a list of vendors that you work with most, that give you the best discounts and that are the most efficient

\_\_\_ Once you have your preferred vendor list, research any upcoming events or webinars their company is hosting, schedule call with their reps to go through the latest line together and block time to visit one of their showrooms

\_\_\_ Use our **email template** to email vendors with which you'd like to deepen your discount

\_\_\_ Think of ways to woo your current trades. We like to deliver coffee or lunch when a crew is onsite working, call our trades to check in on them and host an annual party wherein trades and clients can commingle

\_\_\_ Review the **Trade Standards** one more time. Think about creating your own standards in your firm based on your state laws

\_\_\_ Download your copy of the **Trade Agreement**. Customize the pink fields, review with a red pen and send to your lawyer for any questions you may have

\_\_\_ Once you have your trade agreement back form your lawyer, save it to your Google Drive