

# International Distributor Quarterly Report

This information reflects your activities during:  
January, February, March

Dear International Distributor: please complete and return this report **NO LATER THAN APRIL 5<sup>th</sup>**,  
to Alberto Rodriguez-Baez

Distributor's name:

Distributor's market(s):

## Section 1. Sales and Inventory

### 1. Sales by Month

Please provide your approximate sales (in dollars) per month.

January	February	March
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

### 2. Product Mix

Please use percentages to describe your approximate sales by model during the last three months.

Model	Percentage
Model 1	<input type="text"/> %
Model 2	<input type="text"/> %
Model 3	<input type="text"/> %
Model 4	<input type="text"/> %
Model 5	<input type="text"/> %
Other	<input type="text"/> %
<b>Total</b>	<b>100%</b>

### 3. Public vs. Private Sales

Please use percentages to describe the approximate distribution of your sales between public and private applications during the last three months.

Application	
Public/commercial	<input type="text"/> %
Private/residential	<input type="text"/> %

#### 4. Complimentary Products

Have you added any additional complimentary product lines to your offering? If so, please describe.

#### 5. Inventory on Hand

Approximately, how much inventory (in dollars) do you have on hand at the end of this quarter? \$

## Section 2. Marketing

### 1. Advertising

Please describe your advertising efforts during the last three months. When possible include examples of the material you reference in this section as attachments to your e-mail.

### 2. Promotions

Please describe any in-store promotional or sales events conducted during the last three months.

### 3. Events

Please describe any trade shows, festivals, mall displays, etc. you were part of that allowed for public display of the equipment. When possible include pictures of the events you reference in this section as attachments to your e-mail.

### 4. Marketing Plan

Please describe your marketing plans for the next three months.

## Section 3. Administrative

### 1. Locations

Have you added, closed, and/or relocated any showrooms or warehouses? If so, please describe.

### 2. Staffing

Please describe any major changes in your staffing.

### 4. Competition

Please describe any change in the competitive landscape within your market.