

checklist for taking over an agency

date: _____

	particulars	comments
agency		
company		
adress		
owner		
contact person		
telephone		
mobile		
fax		
email		
website		
products of the company		
agency of which products		
prices		
existing costumer list		
sales of the existing costumers for the last 2 years		
sales territory		
kind of agency		
rate of commission		
special rules		
maturity of the commission		
documents for checking purposes		
taking over costs of assortments		
advertising material		
handling of complaints		
terms of payment		
additional conditions		
minimum delivery quantities		
reporting duty		
checking the competition clause		
condition of minimum sales		
applicable law	Austria	
area of jurisdiction		