

(Date)

(Company Name)

Attn: (Name)

(Street Address or Post Office Box)

(City, State Zip)

Dear (Name):

Thank you for your interest in providing maintenance and/or repair services at Family Dollar stores. In order to be considered as a future approved Family Dollar Vendor Partner please return the following items, as one package, to:

Family Dollar  
Attn: Store Maintenance Department  
PO Box 1017  
Charlotte, NC 280201-1017

1. A completed Family Dollar Potential Contractor Questionnaire (enclosed)
2. A completed Family Dollar Potential Contractor Time and Material Rate Sheet (enclosed)
3. A completed Non-Disclosure Agreement (enclosed)
4. Certification of current liability insurance coverage
5. Certification of current worker's compensation insurance coverage
6. A listing of business references (preferably other multi-site retailers). Include the company name, a contact name, as well as the contact's title and phone number.
7. A letter stating which states your company can cover from border to border.
8. A copy of the of the Family Dollar Major Contractor (Less Sign Manufacturers) List of Instructions & Service Level Expectation which following your company's review, has been initialed and dated on the bottom right hand corner of each page (enclosed).

You should expect a response within 90 days of submission of a complete package. Please do not call for status unless you have not received a response after 90 days.

Enclosures (4)