



MILLINGTON, TN • LITTLE ROCK, AR

SOP FOR DETERMINING (MPD) MASTER PARTS DISTRIBUTOR PRICING

MOCK, INC. dba HI-SPEED INDUSTRIAL SERVICE

7030 Ryburn Dr. – Millington, TN 38053

The following is the (SOP) Standard Operating Procedures for determining Harrington (MPD) Master Parts Distributor pricing for new customers. This is for hoist repair parts only; units not included.

If a current Harrington Distributor approaches Hi-Speed Industrial Service to purchase hoist repair parts (not units) under our (MPD) Master Parts Distributor Contract with Harrington Hoists, the following steps should be taken...

Figure 1:

- If the potential customer indicates their direct discount on Harrington hoist parts (not units) is 15% off list, complete the steps below...
 1. Let the Harrington MPD Coordinator (Sherry Sullivan) know the customer's name and address and she will verify if they are a customer and their current parts discount with Harrington
 2. If Harrington determines their direct hoist parts (not units) discount is 15%, establish pricing at **17%** off list price.
 3. Once that conversation is communicated and the potential customer decides they want to purchase hoist repair parts (not units) through Hi-Speed Industrial Service, send them Hi-Speed's Credit Application along with the most current W9 form. Also request a copy of their sales tax-exempt certificate.
 4. Once they return the credit app, W9 and tax-exempt certificate, send the docs to (AR) Accounts Receivable for the account to be established. Let AR know the Hi-Speed discount for Harrington parts (not units).
 5. When the account is created, AR will advise the customer account number and add the discount comments to their master file. These comments will reflect their discount on Harrington parts (not units) and will be visible each time an order is entered.

Figure 2: If the potential customer indicates their direct hoist parts (not units) discount is 25% off list when purchasing repair parts (not units), establish pricing at **30%** off list price and follow the same steps as Figure 1.

Figure 3: If the potential customer is not a current Harrington Distributor, establish pricing of hoist parts (not units) at **15%** off list price and follow the same steps as Figure 1.