

INFORMATION SHEET FOR 2008
DISTRIBUTOR LICENSE

NOVEMBER 1, 2007 is the deadline to submit your renewal application for a Distributor license for 2008.

Any renewal application received in the office postmarked after **December 31, 2007**, will be assessed a \$100.00 late penalty. Credit cards will not be accepted in the office; cash, check, cashier's check or money order only.

Please complete sign and have notarized at least one sales representative application for your distributor. If you are a Louisiana distributor who has a dealers license for Louisiana, but also sells to other dealers in Louisiana, you will be required to have a sales representative. If you are a Louisiana distributor who also holds a Louisiana new products license, a sales representative application is not necessary.

SUBMIT A CURRENT LIST OF LOUISIANA DEALERS AUTHORIZED TO SELL YOUR PRODUCT FOR 2008.

Submit a sample copy of your current franchise/dealer agreement for each brand sold by authorized Louisiana dealers. If the franchise/dealer agreement lists all of your brands, one agreement will suffice. **ALL DISTRIBUTORS MUST BE LICENSED BEFORE LOUISIANA DEALERS CAN OBTAIN A DEALER LICENSE AND SELL YOUR LINE OF PRODUCT.**

All of the information listed above must be submitted to insure the issuance of your license. Incomplete paperwork will delay the issuance of your licenses. Please submit **ALL** necessary documents at one time.

Paperwork is processed in the order in which it is received.

If you have any questions, please contact Courtney Chaney of this office at **(225) 925-3868**. Beginning November 1, the Dealer Support Technicians will no longer be accepting telephone calls. Please feel free to leave your name and telephone number on their voice mail, your calls will be returned in the order they are received. Please leave only **ONE** voice mail. You will receive your licenses or a sendback letter, stating information needed, once your paperwork has been processed.

(6/07)