From the president's desk

'Form'al benefit

COLUMN BY HANK HENKE



In my last article I listed many of the benefits of Electrical Rebuilder's Association (ERA) membership. One strong point of the ERA website is the "forms and letters" feature. Here you can find more than a dozen forms to help you with many business management duties. ERA members can download and/or print up to four copies of each form for their business use.

Warranty/defect claim form. This form was developed by the ERA Technical Committee to encourage communication between rebuilders and suppliers when there are problems with specific parts. It is such an important contribution to the industry that it does not even require ERA membership to download. We want everyone to be able to use this tool!

Build sheet. Download this form to keep track of parts used and cost per unit built. They are also useful for tracking OE numbers and parts breakdown.

Consignment (authorized dealer) agreement. Use this form to protect your interests when selling units on consignment. Includes area to mark down what product is being installed "on shelf" at the customer's location.

Credit application. This industry-specific credit application includes predefined areas for trade references, bank references, as well as variations for sole proprietorships, partnerships, and corporations. It's written to help protect you if legal action is needed to collect from a customer.

Credit approval/denial reply. A predefined reply for customer credit applications listing your payment terms and due date. There is also room for explanation if a request for credit has been declined.

Late payment notice. If you are having a cash flow problem this form letter helps you communicate with your suppliers in a polite and professional manner.

Return goods form. If you sell in quantity, or have units placed with resellers on consignment, this handy form will help you keep track of units picked up from an account.

Repair tags. Custom designed by the ERA Technical Committee to help rebuilders track important unit information throughout the rebuilding process. Included are fill-in areas for: date, company, unit (type, voltage, ground), application, unit problem, transaction type, and need by date/time. The PDF documents include a single-copy tag and a double-copy tag. Both formats have a tear-off claim check at the bottom and are ready to send to the printer.

IRS form W-9. If you are tired of filling out Form W-9 by hand, use this interactive fill-in-the-blank IRS form to print them out.

There are also three forms to help you manage employees. The "employee agreement" shows the position, salary, and duties of new employees. It also defines termination rights, as well as raises and bonuses. The "noncompete agreement" and "confidential information agreement" are important legal protection for your business. These three forms are designed to be used together.

Add this to all the benefits I listed last month, and you can see the great value in joining our group. Working together we can continue to raise the bar of professionalism in the rebuilding industry.

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