
Supplies

New agents will receive an Agent Starter Kit with supplies for your first 5 sales.

A Supply Requisition Form will be included for additional supply orders, or you can obtain the order form from the web site. Supply orders may also be completed and submitted electronically.

When filling out the Supply Requisition Form, make sure that you complete each line in the top part of the form with legible print. The “Ship To” name on this form **MUST** correspond with the name on your contract. If you are contracted and appointed under a DBA, partnership or corporation, use this name. Date, address, phone number, and agent code # **MUST** be included. The agent code must correspond to the contract name. When using a credit card, allow for one extra processing day. Supply orders can only be filled for contracted agents – supplies are not provided to non-contracted agents or entities.

WHEN ORDERING NEW BUSINESS FORMS, ALWAYS INDICATE THE STATE THE FORMS WILL BE USED IN. THIS WILL INSURE THAT YOU RECEIVE FORMS THAT ARE LEGAL IN THE STATE YOU INTEND TO WRITE IN, AND THAT YOUR BUSINESS CAN BE ACCEPTED AND PROCESSED. WE DO NOT ASSUME THAT YOUR MAILING ADDRESS STATE IS THE STATE YOU ARE ORDERING FORMS FOR – YOU MUST INDICATE THE STATE WHERE REQUESTED ON THE SUPPLY REQUISITION FORM.

Allow two to three business days to fill and ship orders. If you need an unusually large amount of forms for a special reason, such as a seminar or large group sale, please attach a note of explanation, and allow us extra time for filling the order. Special orders for meetings need at least 10 days notice.

All supplies are shipped FedEx Ground at ISM’s expense. Delivery will typically take four to ten business days, depending on the location we are shipping to, so plan accordingly. 2nd Day Air or Overnight delivery requests must be prepaid by the agent. We can ship Federal Express or UPS Air and bill it to your billing account number. This request **MUST** be in writing on each order, and include the authorized signature of the account owner. We do not bill any other shipping company.
