

## **Mock-up Policy**

### *Policy Definitions:*

“Mock up” – Refers to sample products that are quoted and provided as physical samples to clients for potential contract opportunities with contract furniture dealers.

“Prequalification” – A set of parameters representing minimum criteria which must be met prior to further consideration.

### **Policy Details**

1. BRC will supply a mock up at a discount of 75% of list but will rebate the cost of mock-up on all received orders with a minimum value of \$50,000.00 net.
2. This minimum value must be a onetime project purchase to qualify.
3. The Dealer is responsible to pay all freight costs associated with mock up orders.
4. BRC reserves the right to ship mock up product fully assembled to ensure that finished product meets the specifications as established with the client. This does not mean that subsequent units ordered will arrive in the same state of assembly as the mock up.
5. BRC will manufacture a mock up in approximately a 2 week period from the confirmation and procurement of all materials associated with this order, unless custom or special material restricts the typical lead time allotment.
6. Dealers must issue a purchase order for a mock up.
7. Pre-qualified project opportunities must include a documented submission (Mockup Request Form) containing the following information:
  - a. Dealer information.
  - b. Dealer Sales Representative.
  - c. Client/Project Name and location.
  - d. Scope and Size of project.
  - e. Mock up presentation date.
  - f. Project award date.
  - g. Delivery and Installation requirements.
  - h. Competition.
  - i. Confirmed contact with (a) End User (b) Architect and/or Designer.
  - j. Will this project be sent out for BID or RFP?
  - k. BRC Sales Representative or Agent responsible for Dealer.

While BRC will make every attempt to match the production model to the mock up model; BRC reserves the right, in their sole discretion, to make changes to the production model for any reason whatsoever including cost, efficiencies in engineering design, fit, finish or quality. Although BRC will request a sign-off acceptance by the customer of the final production model design, it cannot guarantee that the production model will be an exact replication of the mock up nor can it guarantee that all changes will be highlighted in the customer final sign-off documentation.

#### **BRC GROUP**



# Mock Up Request

**DATE REQUIRED:** \_\_\_\_\_

## DEALER INFORMATION

Dealer Name: \_\_\_\_\_  
 Dealer Address: \_\_\_\_\_ Prov/State: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 BRC Agent or Sales Representative: \_\_\_\_\_

## PROJECT DETAILS

Client or Project Name: \_\_\_\_\_ Location: \_\_\_\_\_  
 Project Award Date (approximate): \_\_\_\_\_  
 Additional Details: \_\_\_\_\_  
 \_\_\_\_\_

## PRODUCT DETAILS

BRC Quote Reference(s): \_\_\_\_\_  
 Additional Product Details: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Competitors: \_\_\_\_\_

## INSTALLATION

Provided by Dealer or Contractor:  Provide contact information: \_\_\_\_\_  
 Provided by BRC:  Complete below:  
 Standard working hours:  Loading Dock:  YES  NO  
 Overtime Installation:   
 Special Delivery Instructions: \_\_\_\_\_

## AUTHORIZATION

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ADDITIONAL NOTES:

While BRC will make every attempt to match the production model to the mock up model; BRC reserves the right, in their sole discretion, to make changes to the production model for any reason whatsoever including cost, efficiencies in engineering design, fit, finish or quality. Although BRC will request a sign-off acceptance by the customer of the final production model design, it cannot guarantee that the production model will be an exact replication of the mock up nor can it guarantee that all changes will be highlighted in the customer final sign-off documentation. Dealers must issue a purchase order for a mock up, even if it is being manufactured at no charge.