



18018 State Route 81
 Venedocia, OH 45894
 Email: sales@kbuildings.com

CO-OP REIMBURSEMENT REQUEST FORM

(800) 758-0307
 (419) 667-3011
 Fax (419) 667-2777

FROM

_____ E-Mail Address _____
 _____ Telephone No: () _____
 _____ Fax No: () _____

THIS IS A REQUEST FOR:

Advance approval of advertising

Approved by _____ Date _____

Cost of Advertising _____

K Bldg Share (50%) _____

Credit for previously approved advertising
 (Attach copy of pre-approval)

Credit for advertising not previously approved

CHECKLIST OF REQUIRED ATTACHMENTS:

Copies of paid invoices from suppliers (publication, radio station, etc.)

Copies of the advertising itself (print ad copies, radio scripts, etc.)

Note: Ads featuring other products along with K Buildings will be prorated.
 Refer to the K Building Co-Op Program for specific details.

Submitted by: _____ Date _____
(Name of person submitting this request)

THIS SPACE IS FOR K BUILDING USE:

ACTION APPROVED BY:

Previous Year Sales Total \$ _____
 Amount approved for credit: \$ _____
 Available credit remaining \$ _____

_____ K Building Authorization

COMMENTS