

# Swan's Sport Shop

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163 Main St. St. Clairsville, OH  
740-695-1255

## PROPOSAL FOR ONLINE SPIRIT STORE

**Attn: Bob Alpino**

**This is a summary & proposal regarding the online spirit store for Plum High School.**

**Swan's Sport Shop will provide the following to Plum High School.**

- 1.) Will provide a direct link from a web based spirit store which will be hosted by Swan's Sport Shop.**
- 2.) Will be responsible for all customer service actions such as sales, delivery, shipping, tracking, and after sales support and service. These services will be the sole responsibility of Swan's Sport Shop and will be totally independent of Plum High School.**
- 3.) Will provide a secure online transaction which will protect personal information of the purchaser. The Verisign logo will appear on the webpage to assure this service has been provided and to ensure customer confidence.**

**Swan's Sport Shop will supply a variety of items to be displayed on the website in both single and bulk orders.**

- 1.) All items must be approved by Plum High School.
- 2.) All artwork submitted must be approved and emailed or faxed with due date back to Swan's Sport Shop before any production of items can commence. This is to ensure production time and scheduling..
- 3.) All spelling, color-ways, and lay-outs must be approved. It is the sole responsibility of Plum High School to check for accuracy. Swan's Sport Shop will not be responsible for any orders produced that were deemed incorrect after approval by Plum High School.
- 4.) Swan's Sport Shop will also provide miscellaneous items such as t's, hoodies, backpacks, etc. upon request.

All trademarked logos of Plum High School will be provided and released to Swan's Sport Shop to use solely for the online spirit store webpage, booster club fundraisers, and online sales. Swan's Sport Shop will not use artwork or sell any items with the Plum High School in any store location. Any artwork created by Swan's Sport Shop with approval of Plum High School can be provided upon request.

#### **Detailed Documentation**

- 1.) Swan's Sport Shop will provide transparent accounting procedures that will analyze gross sales.
- 2.) Swan's Sport Shop will also provide item sale rankings for each item on the spirit store webpage.

- 3.) A 20% royalty fee will be paid to Plum High School and calculated on the percentage of gross sales for payment to the school district on a monthly basis.**
- 4.) Swan's Sport Shop will not engage in the advertisement of 3rd parties on the Plum High School online store webpage.**
- 5.) All Final approval for retail pricing structure for all products on the online store will be made by the Plum school board.**
- 6.) Any returns sent back to Swan's Sport Shop will be deducted from gross sales and royalty fees.**

**Thank You for your consideration, and I hope to hear back from you.**