

Contact Information

By providing us with the information below we can have an open line of communication with you. This ensures we will provide the most efficient services with the least amount of delay in our processes.

Business/Organization Name: Click or tap here to enter text.

Amazon Store Name: Click or tap here to enter text.

Contact Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Additional/ Personal email (optional): Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Billing Address (if different): Click or tap here to enter text.

Set Up Amazon Permissions

In order for us to work on your FBA shipments, you will need to set up permissions on your Amazon seller central account. This will also allow us to mark your shipment as “completed” so Amazon knows to expect your delivery. Using these permissions, we can take advantage of Amazon’s cheap shipping rates which will in turn bring down your inventory & fulfillment costs.

After we receive inventory from you, send the invitation to your Seller Central Account.

To set up the User permissions please follow these steps:

- 1) From your account: Settings > User Permissions
- 2) Under “Add a user”: orders@ameraware.net > Send Invitation
- 3) Amazon will send an invite to us.
- 4) Once you have sent your invitation, email us at orders@ameraware.net, and let us know your [Amazon Seller Central](#) name if it is different than on the startup sheet.
- 5) We will accept the invite if we have received inventory from you.
- 6) You will then need to add permissions for the account so we can access your shipping plans on amazon.
 - a. Settings > User Permissions > Current Users > orders@ameraware.net > Manage permissions
 - b. Under Settings > Admin > Continue.

Create and Share Excel File

We will create a Google sheet file and share it with you through google drive. This file will list all items scheduled to arrive at our facility. Please make sure you add any and all items that you will be sending to us. PLEASE include the UPC numbers for each item.

In addition, please let us know if you are using [InventoryLab](#) software to list and manage your current inventory. We need to know this because there is a different process if you are using Inventory Lab.

Are you using Inventory Lab? Click or tap here to enter text.

Send Your Inventory to Us

Now we are ready to pack your items. All you need to do is ship your products to us with the address as follows:

The name you provided us must match the name on the label or we will not know that it is your product. Both your name and “**American Warehouse, Inc.**” must be on the label or there will be delays in us receiving your products.

[YOUR AMAZON SELLER CENTRAL NAME HERE]

Click or tap here to enter text.

C/O American Warehouse, Inc.
23 Dumaine Ave.
Nashua, NH 03063

Once we receive in your inventory in the google sheet, we will be ready to pack & prep your items.

Create Your Shipping Plan

In order to ship items to Amazon’s fulfillment center, it is required that an Amazon shipping plan is built. If we are creating the plan for you, you need to email orders@ameraware.net the skus that you want to ship. If you are building your own shipping plan, you will need to send an email to orders@ameraware.net with the shipping plan ID or the workflow ID.

Update your billing information

American Warehouse uses Intuit QuickBooks as our preferred billing system. Please provide us with an email address to send the invoices to. Bills can be paid via ACH, PayPal, and Credit Cards.

*****(please note that products will be held until the invoice is paid)*****

Project Details

Please describe the basic scope of your project: Click or tap here to enter text.

Online Arbitrage (OA): Yes No

Wholesale: Yes No

Multiple SKUs at one time: Click or tap here to enter text.

Bulks SKUs: Click or tap here to enter text.

Approximate Quantities: Click or tap here to enter text.

Monthly goals: Click or tap here to enter text.

Monthly/Weekly shipments to Amazon: Click or tap here to enter text.

Type of SKUs (Fragile, Boxed, Bagged, Food, etc.): Click or tap here to enter text.

**Pricing Information
Per Piece Plan**

There is a \$30 minimum per job. Each outbound shipping plan must be at least \$30 worth of services.

Monthly Maintenance Fee (Includes 1 storage rack space 60x24x20)	\$20.00
Standard Size Units - Minimum of 30 Units - Can be mixed SKUs	\$1.00
Oversized (12" on the longest side) Oversized units are based on weight - please contact us for pricing	\$2.25
Extremely Oversized (24" or larger) (i.e., selling 100 computer desks or 50 refrigerators) Price quote or at AW Discretion.	\$5.00 to \$25.00 per piece based on size
Bundles/Multi Packs	\$1.00 (additional \$0.30/piece after)
Bubble Wrap	\$0.30 per linear ft. (12")
Additional Storage	\$20.00/SKU/Pallet per month (FREE first 14 days)
Small Box (less than 12" on the longest side)	\$1.50
Medium Box (less than 24" on the longest side)	\$3.50
Large Box (more than 24" on the longest side)	\$6.00
X-Large Box	TBQ
Receiving Cost	\$0.00

Startup Fee	\$0.00
Returns Handling	\$3.00 per order, \$0.25 per item

Inventory Processing Includes:

- Receiving Packages
- Item Inspection
- Sticker and Price-Tag Removal
- Item Prep (Includes polybags and labels: suffocation warning, this is a set; do not separate, ready to ship, fragile, glass, etc.)
- Item and Shipment Labeling
- Dunnage
- Short-term Inventory Storage

Pictures

We can take pictures of your items/orders and email them to you. \$1.00 per picture (There will be a \$3.00 minimum charge)

We cannot take pictures of invoices or receipts.

Other Info.

American Warehouse, Inc.
 23 Dumaine Ave.
 Nashua, NH 03063

Phone: 603.881.7272
Fax: 603.881.7511
Email: info@ameraware.net
Website: www.ameraware.net

Hours of Operations:
M – F | 8:00 am to 4:30 pm EST

Links and Resources:

- [Amazon Seller Central Login](#) – Log into your Amazon account.
- [Amazon Seller University](#) – New to selling on Amazon.
- [Inventory Lab](#) – List and manage your inventory.