

## 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. 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 Manage FBA Shipments / Inventory > View/Edit > Continue.

## Create Your Shipping Plan

For us to know which items you want to ship into Amazon, it is required that an Amazon shipping plan is built. We can do this for you for a small additional fee or you can do this by selecting your products from the manage FBA inventory panel on your seller central account & then creating a new FBA shipment.

If you are building your own shipping plan, you will need to send an email to [orders@ameraware.net](mailto:orders@ameraware.net) with the shipping plan ID or the workflow ID.

## 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 products. 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.*

**Update your billing information**

American Warehouse uses Intuit QuickBooks as our preferred billing system. The primary email you entered above is where the invoices will be sent. 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**

<b>There is a \$70 minimum per FBA plan invoice. Each FBA shipping plan must be at least \$70 worth of services.</b>	
<b>Monthly Maintenance Fee (Includes 1 storage rack space 60x24x20)</b>	\$20.00
<b>Standard Size Units - Minimum of 30 Units - Can be mixed SKUs</b>	\$1.00
<b>Oversized (12" on the longest side) Oversized units are based on weight - please contact us for pricing</b>	\$2.25
<b>Extremely Oversized (24" or larger) (i.e., selling 100 computer desks or 50 refrigerators) Price quote or at AW Discretion.</b>	\$5.00 to \$25.00 per piece based on size
<b>Bundles/Multi Packs</b>	\$1.00 (additional \$0.30/piece after)

<b>Bubble Wrap</b>	\$0.30 per linear ft. (12")
<b>Polybag</b>	\$0.45 per polybag
<b>Tag removal</b>	\$0.20 per tag removed
<b>Sticker removal</b>	\$0.20 per sticker removed
<b>Additional Stickers</b>	\$1 per sticker (this fee applies to labels that are not
<b>Additional Storage</b>	\$20.00/SKU/Pallet per month (FREE first 14 days)
<b>Small Box (less than 12" on the longest side)</b>	\$1.00
<b>Medium Box (less than 24" on the longest side)</b>	\$3.50
<b>Large Box (more than 24" on the longest side)</b>	\$6.00
<b>X-Large Box</b>	TBQ
<b>Receiving Cost</b>	\$0.00
<b>Startup Fee</b>	\$0.00
<b>Returns Handling</b>	\$3.00 per order, \$0.25 per item

### ***Inventory Processing Includes:***

- Receiving Packages
- Item Inspection
- Item Prep (Includes Fnsku labeling, 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. The first picture is \$3. Every photo after that is an additional \$1 per photo.

*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](mailto:info@ameraware.net)**

**Website: [www.ameraware.net](http://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.