

# MP Direct

## 2021 Drop Ship Guide

**SUN TIME**  
www.suntime.com

**LINKSWALKER**  
www.linkswalker.com



# DROP SHIP MANUAL

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## Instructions

**Thank you for your interest in joining our drop shipping program! Most of the form data needed can be filled out in the PDF on your computer.**

**Please Complete all the applicable fields in the PDF, then:**

- 1) Print the Drop Ship Agreement (page 8) as a PDF.**
- 2) Please Print and Sign Pages 9 & 11.**
- 3) Please Scan a Copy of your Resale Certificate**
- 4) Upload Each Document on the Drop Shipper Form on MPDistributors.com and Submit!**



## Suntime / LinksWalker Brands Mark Our History

Suntime and LinksWalker are well established trade names and business divisions of MPDirect, Inc. a Clearwater, Florida based corporation. Since the late 1980's Suntime / LinksWalker, known for unique products, understand the power of team pride. Fans' demand for functional quality collegiate licensed merchandise quickly propelled the brand into the marketplace.

Today, we represent over 150 collegiate licenses for timepieces and golf spirit accessories making us one of the largest suppliers of collegiate logo'd items in the country. Suntime / LinksWalker products are offered throughout the USA in Independent Sporting Goods Stores, Regional Sporting Goods Chains, Regional Department Stores, College Book Stores, Catalog Outlets, Independent Gift and Novelty Stores, Airport Gift Shops, Golf Course Shops, Golf Specialty Stores plus many separate web sites.

Suntime / LinksWalker sell big but we also recognize the importance of small retailers in our marketing strategies. We pride ourselves in our ability to offer low minimums for maximum exposure. We cater to retailer success and end user satisfaction. Many of our products are also available for custom opportunities.

Suntime / LinksWalker reputation extends to caring customer service and quick delivery turn-around times. Case in point is our unique ability to create championship products and get them in the marketplace immediately after the winner is determined, giving our customers an edge on their competitors for a proven sales 'winner'.

Most importantly, Suntime / LinksWalker value all of our relationships and strive for excellence in order to keep our brands marking our history for years to come!

## Suntime / LinksWalker Sales Policies

### Customer Service

Hours of operation are Monday-Friday 8:30 AM-5:00 PM Eastern Standard Time. You may reach one of our Customer Service professionals at 1-800-892-3902 during regular business hours.

### Custom Orders

Artwork should be sent in vector format if possible. If vector format is unavailable, we will accept high-resolution raster based files (tiff, jpeg, psd, pdf, bmp). Please allow 3 business days for conceptual designs. Orders will be shipped within 2-7 weeks from the date of your signed artwork approval and paid deposit. Please call your sales representative for product minimums and cost.

### Terms

Net 15 terms are available for established and new companies upon credit application form approval. Credit terms are viewed as a business courtesy. Payments are expected per credit term as specified. Other forms of payment include pre-payment by Money Order, Certified Check, Cashier's Check, Visa, MasterCard, American Express or Discover credit cards. There is a credit limit of \$500. for non-established customers.

### Shipping

All in-stock orders received before 2:00 PM are typically shipped within 3 business days of order receipt F.O.B. Clearwater. Due to increased volume during the fourth quarter, shipping may be delayed. Shipping charges include freight and a handling fee. Standard shipping is via USPS. Faster methods are available for an additional charge. Any order additions and/or changes must be made within 24 hours of order receipt. Orders that must ship before the standard 3 business days will be considered expedited orders. These orders will incur a minimum fee of \$25 per order up to \$250 of product value. Any expedited order with product value above \$250 will incur a fee of 10% of the total product dollar value. Expedited orders that are in stock will ship within 1 business day upon receipt.

### Drop Shipments

There is an account set-up administrative fee of \$50.00 for resellers who only drop ship to customers. This fee will be returned as an account credit upon your first order.

### Claims and Returns

All returns require a Return Authorization Number to be marked on the outside of the package. Any shipping damages or shortages must be reported within 2 business days of receipt. Any order returned after 30 days not in defective condition will be subject to a 15% restocking fee.

### Sales Tax

Sales tax will be charged on all orders shipped to Florida addresses unless we are provided with the business name, resale number, authorized signature and a statement indicating all merchandise purchased is for resale or other exempt purposes only.

Prices and policies are subject to change without notice.

## Minimum Advertised Pricing Policy

MPDirect, Inc. has adopted a Minimum Advertised Price Policy ("MAP Policy"). This MAP Policy is designed to ensure the maintenance of the Suntime and/or LinksWalker brand reputation in the marketplace for high-quality products while promoting the premium brands.

### Advertising Media Requirements and Exceptions

Any reseller's advertising displaying the Suntime and/or LinksWalker products may not advertise below (but may advertise above) the minimum advertised prices established by MPDirect, Inc. Advertising includes, but is not limited to, Internet search engines, pay-per-click advertising, email or text marketing, online display advertising, social media marketing, search engine optimization (including page titles and descriptions), shopping feed, comparison shopping engine advertising, affiliate marketing, print, radio or television advertising. Regardless, a reseller is free to actually sell the products at any resale price it chooses without regard to this MAP Policy. This MAP Policy does not restrict in-store advertising or merchandising of a brick-and-mortar reseller regarding point-of-sale materials, in-store banners, price tags and window displays. Further, the MAP Policy does not restrict online promotional activity which discloses the actual selling price by means of coupons, by instructing the customer to "call for price", or to "email or text for price", or by offering a discount which only appears in the shopping cart at check-out or shopping cart pages of a website. This MAP Policy applies only to advertised prices, and not the prices at which the products are actually sold by resellers. MPDirect, Inc. reserves the right by this policy unilaterally to provide guidelines on what minimum advertised prices may appear in any advertising for its products, each reseller is free to determine if it will comply with the MAP Policy.

### Minimum Advertised Prices Violations

It is a reseller's responsibility to adhere to this MAP Policy and to monitor its own advertising compliance. It is a violation of the MAP Policy for a reseller to directly or indirectly advertise a product at a price below the MAP price or to suggest that a covered product is being promoted at a price less than the MAP price, except as permitted by the MAP Policy. In the event of any violation of this Policy by a reseller, MPDirect, Inc. may choose, at its sole option, to send a notice of violation and thereafter cease supplying the Suntime and/or LinksWalker branded products to that reseller. MPDirect, Inc. reserves the absolute unilateral right to select and choose the resellers with which it will do business and the right to reject any purchase order from any reseller at any time.

## Suntime Watches

### Limited Three-Year Warranty

Suntime warrants to the original consumer, upon registration for a period of three years, that the purchased unit is free of defects in materials and workmanship under normal use. Your watch has been adjusted and electronically timed by skilled craftsmen to provide you excellent service. Properly taken care of, your watch will give you many years of quality service.

Do not submerge your watch in water; your watch is water resistant, but not waterproof. You can wash your hands while wearing the watch, but do not swim with it on, or pull the crown out while it is wet. Do not attempt to open the case, drop the watch, or allow any unauthorized person to tamper with it. Such actions void the warranty.

This warranty applies only to the mechanism of the watch. It does not include replacement of batteries, case, straps, or parts accidentally damaged or rusted. It does not cover periodic cleaning and oiling of the watch. This warranty is void if the watch has been damaged by accident, negligence, unauthorized service or other factors not due to defects in materials or workmanship.

Should this registered, quartz analog watch develop any defect during the warranty period, please contact Customer Service at 1-800-898-7217 for a Return Authorization Number (RAN) and instructions on how to return your product. After receiving your RAN, please mail it to the address below together with a copy of your store receipt, a copy of this warranty, your name, address, a description of what is wrong with your watch, and \$7.50 to cover return shipping and handling. You may also send us your watch after the warranty period for a repair or service estimate. Do not send any correspondence regarding the watch separately as it could be lost or misplaced. Do not include the display box when returning your watch for service. Any container you send will be discarded.

Shipping Insurance - Due to possible loss in transit, we recommend that you insure your watch, return receipt requested. You are responsible for adequately protecting your watch during shipping.

Note: Logos, indicia, and text on the watch are the registered proprietary marks of, and remain the property of, their respective entities.

**Important:** You must register your watch online to take advantage of the 3 year warranty. Register online at [www.suntimedirect.com](http://www.suntimedirect.com) and click on Register to fill out the necessary information to submit the warranty.

## Clocks and Golf Products

### Limited One-Year Warranty

Your registered Suntime/LinksWalker product is warranted to the original consumer against defects in materials one year from your date of purchase. If a manufacturing defect arises during the Warranty Period, MPDirect will (1) repair the Product at no charge using new parts or parts that are equivalent to new (2) exchange the Product with a product that is at least functionally equivalent to the product it replaces.

This warranty excludes normal depletion of consumable parts such as batteries, excessive damage resulting from use, abuse, accident, modifications, unauthorized repairs or other causes that are not defects in materials and workmanship. The cost of return shipping is not covered under this warranty.

#### Suntime

4800 126th Ave. N.  
Clearwater, FL 33762  
1-800-659-2824  
Phone: 727-572-8443  
Fax: 727-573-3556  
[www.suntimedirect.com](http://www.suntimedirect.com)

## Drop Ship Program Q&A

### **What items do I need to provide to set-up a drop ship account?**

You will need to complete and return the drop ship application provided to you and a current copy of your reseller certificate.

### **Can we be billed on Net 30 terms?**

Drop ship accounts require a valid credit card on file to be charged as each order ships. Net 30 terms are not available for drop ship accounts at this time.

### **How will we receive the images and descriptions for your products?**

We can provide you with our master database (includes the descriptions, image link files, UPCs, SKUs, meta tag information and more). You can receive access to the files, image library, and more via [mpdistributors.com](http://mpdistributors.com).

### **Are there any fees associated with opening a drop ship account?**

There is a one-time \$50.00 account set-up fee. This fee helps to cover the administrative cost of setting up your account.

### **Is there a drop ship fee? Is it charged per item or per order?**

There is \$5.00 per order drop ship fee. If your customer orders multiple items, shipping to the same address, only one \$5.00 fee will be charged.

### **What is your lead time for each product type?**

Orders typically ship within 3 business days with some delay during 4th quarter due to increased volume.

### **What are your shipping methods and charges?**

MPDirect uses the least expensive shipping method unless otherwise specified for all orders. You may request UPS or FEDEX if preferred and 3rd Party billing is available by providing your UPS or FEDEX account number.

### **Do you provide tracking numbers?**

If you would like to receive tracking numbers when an order is shipped, please send a request to [orders@suntime.com](mailto:orders@suntime.com) with the email address you would like tracking sent to. Tracking numbers are listed on each invoice.

### **What are the procedures for placing an order?**

All orders should be sent via email to [orders@suntime.com](mailto:orders@suntime.com). Orders should contain the product name, Product SKU, quantity and customer's shipping address.

### **Does your company provide an inventory spreadsheet and if so, how will it be sent to us and how often?**

We do not provide an inventory spreadsheet. However, you can join our mailing updates list for any important information regarding image changes, inventory changes, and more.



MPDirect, Inc. DROP-SHIP AGREEMENT

Contact Name	Additional Contact Name		
Company			
Address	City	State	Zip Code
Resell Certificate Number	Tax ID		
Phone Number	Fax Number		
Email	URL		

Distributors will be approved to sell products from MPDirect, Inc, on websites or domains that are owned privately.  
**Third-party platforms or websites are not allowed.**  
 Before we accept your application to become an approved distributor, you will need to inform us of any websites that our products will be sold on and provide proof of domain ownership in writing.

DATE            Initial            Drop Ship Agreement between the above referenced Company, hereinafter "Drop Ship Distributor" and MPDirect, Inc., hereinafter "Supplier".



**MPDirect, Inc. maintains a strict confidentiality policy.  
Charges will appear from MPDirect, Inc. on your credit card statement.**

**Card Type:    Visa    MasterCard    AMEX    Discover**

**Card Number:**

**Expiration Date:**

**Security Code:**

**Card Holder Name:**

**Credit Card Billing Address:**

\_\_\_\_\_ *your name here* hereby authorizes MPDirect, Inc. to charge the above credit card account for any and all orders placed with MPDirect, Inc. It is understood that the product cost, standard shipping and a \$5.00 drop ship fee per order will be charged upon shipment. Standard shipping is USPS unless otherwise designated on individual orders. There is an account set-up fee of \$50.00 for resellers who only drop ship to customers. This fee will be returned as an account credit upon your first order.

I furthermore agree that in the event my credit card becomes invalid, I will provide MPDirect, Inc. with a valid credit card replacement upon request, for payment of future or outstanding balances owed to MPDirect, Inc.

**Images and Product Information:**

All distributors need to set up an account at: [mpdistributors.com](http://mpdistributors.com) to gain access to updated product images and available inventory to export. We send out inventory updates and notifications via email from: [info@suntime.com](mailto:info@suntime.com).

**Payments:**

- There is an account set-up administrative fee of \$50.00 for resellers who only drop ship to customers. This fee will be returned as an account credit upon your first order
- Drop ship accounts require a valid credit card on file. Payments are processed by credit card once the shipping cost has been calculated and the drop ship order is ready to ship.
- There is a \$5.00 per order drop ship fee. If your customer orders multiple items, shipping to the same address, only one \$5.00 fee will be charged.
- Sales tax will be charged on all orders shipped to Florida addresses unless we are provided with the business name, resale number, authorized signature and a statement indicating all merchandise purchased is for resale or other exempt purposes only.

Orders are placed via e-mail to: [orders@suntime.com](mailto:orders@suntime.com)

Orders should contain the product name, team name, quantity and customer's shipping address.

**Shipping:**

- All in-stock orders received before 2:00 PM are typically shipped within 3 business days of order receipt  
F.O.B. Clearwater.
- Due to increased volume during the fourth quarter, shipping may be delayed. Shipping charges include freight and a handling fee. Standard shipping is via USPS. Faster methods are available for an additional charge.
- Any order additions and/or changes must be made within 24 hours of order receipt.
- Orders that must ship before the standard 3 business days will be considered expedited orders. These orders will incur a minimum fee of \$25 per order up to \$250 of product value. Any expedited order with product value above \$250 will incur a fee of 10% of the total product dollar value. Expedited orders that are in stock will ship within 1 business day upon receipt.
- We will add shipping to your dropship charge unless a 3rd party account is set up in advance. Distributor is responsible for all shipping and handling charges on all shipments, including refusals and returns. Supplier ships orders to U.S. only. Under certain circumstances, shipping methods are determined by the weight, size or destination of the order. Supplier will use the most cost-effective shipping method.
- Backorders will ship, when product is available, supplier will contact distributor informing them of backorder status. Refused Orders: Refused product will be credited less 20% restocking fee, freight and handling charges.

**Claims and Returns**

All returns require a Return Authorization Number to be marked on the outside of the package. Any shipping damages or shortages must be reported within 2 business days of receipt. Any order returned after 30 days not in defective condition will be subject to a 15% restocking fee.

Claims for lost shipment, or damage/pilferage must be reported to Supplier's CS Department within 10 days of delivery/expected delivery date. If distributor has filed a claim, the claim number must be given to Supplier's Claims Department when Distributor reports the damage/pilferage.

- Replacement product will be billed to Distributor's account when shipped. Credit will be issued for returned product when the returned product is received by Supplier.

CONFIDENTIAL INFORMATION During the course of business between Distributor and Supplier, Supplier may provide Distributor with confidential information related to Supplier's business. Such confidential information may include inventory levels, product features and pricing and anticipated new products, Supplier sales practices and programs. Distributor agrees that the confidential information will be used solely for the purpose of conducting business with Supplier. Distributor must not disclose or distribute any confidential information to any competitor of Supplier or to any other third party without the express written consent of the Supplier. All images of all products supplied by Supplier, including images on Supplier's distributor web site are the exclusive property of MPDirect, Inc. Distributor may use these images only in connection with the sale of Supplier's products and only in compliance with any policies or terms stated by the Supplier. No other use or distribution is permitted, and Distributor may not use Supplier's images in connection with the sale of products from any person or entity other than the Supplier. The Supplier retains the right to terminate Distributor's permission to use these images at any time and for any reason. Prices and product availability are subject to change without notice. The Supplier cannot be responsible for typographical errors in the listings. By placing an order, the Distributor accepts all Supplier's terms and policies set forth in this Sales Drop-Ship Agreement. The Supplier reserves the right to modify any of the terms of this Sales Drop Ship Agreement with notice to the customer.

Distributor Signature: \_\_\_\_\_

Name:

Title:

Company Name:

Date:

Supplier Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_