



## Language for Bid Responses

For any bid responses you may be preparing, NAMA has created these points that are designed to be included in your proposals to demonstrate that you are an honest and ethical operator.

### Accounting Best Practices Audit

- ABC Vending Company agrees to submit to an audit at any time using the National Automatic Merchandising Association (NAMA) Vending Industry Accounting Best Practices procedure. The procedures outlined in that document are specifically designed to detect underreporting of sales, which is the source of most unethical practice in the industry. A copy of the document is included in this RFP. (Be sure to include the Best Practices document which is included in this Tool Kit.)

### Complete Transparency for All Aspects of Operation

- ABC Vending Company agrees that a representative from the account will be allowed to monitor all aspect of the vending operations, starting with product.
- ABC Vending Company will provide clearly defined gross sales reports.
- ABC Vending Company will provide clearly defined net sales reports based on gross sales receipts minus expenses for (list expenses.) These expenses are necessary because (explain why they necessary. If possible quantify how much, exactly, the expenses will be, and when they will occur.)
- At ABC Vending, we use digital exchange technology that allows our drivers to collect detailed sales information electronically from every vending machine. The information is uploaded into our computers each evening which ensures an exact level of accuracy reporting for all sales from every product sold in each and every machine.

### Participate in Cash Handling

- ABC Vending will permit a representative of the account to be present, on demand, at any stage of the cash handling and financial reconciling process.
- ABC Vending has a sophisticated system in place to ensure complete transparency throughout the entire financial accounting process. Specifically, that system (describe specifics of the system.)

### **Onsite Visits and Complete Participation**

- Any representative from Name of the Company Requesting the Bid is welcome to visit ABC Vending at any time and participate in all physical operations, such as machine inspections.
- ABC Vending is a member in good standing of the National Automatic Merchandising Association (NAMA) and has signed the organization's Code of Ethics promising to uphold the NAMA Business and Ethics standard Code of Ethics.