

## Checklist for Locating a JSE Partner

The following is a sample checklist for qualifying prospective members in a Joint Selling Entity. The individual member and the needs of the customer in a given geographic area best determine these items. Where possible, the lead member company should visit a prospective partner to determine the following:

**Financial Stability and Local Market Reputation:** Lead members should conduct a credit check of prospective JSE members and also consider their number of years in business in a given area.

**Quality:** Does the prospective member have a compatible quality culture?  
Quality personnel in the lead member should carefully review all members' quality procedures.

**Assured Source of Supply:** Does the prospective partner have written supply agreements with containerboard and/or sheet suppliers?

**Equipment and Manufacturing Capabilities:** Does the prospective partner have the equipment and manufacturing capabilities needed for all aspects of the job? Request samples of work produced.

**Capability of Sales, Design and Customer Service:** If visiting a prospective partner, sales, design and customer service personnel should be brought together to outline how logistics will work in servicing the lead company's customer.

**On-time Delivery Records:** Lead member should request on-time delivery reports from prospective members.