

This document is housed in the records of the Social Justice Center (APAP-177) in the M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, SUNY.

Dear Supplier:

As you may know Peace Offerings is a not-for-profit shop which is dedicated to providing an outlet for alternative trade organizations in Albany, New York. It is very important for us to know that the producers of the products we sell are paid fair wages and treated fairly. We are currently updating our files and would like to have as accurate information as possible from all of our suppliers.

Please take a few minutes to fill out the enclosed questionnaire and send any literature you have which would assist us in understanding your organization. Feel free to add any additional information on the questionnaire you would like to share with.

Thank you for your assistance. Please contact us if you have any questions.

Sincerely,

Ruth Foster
Store Manager

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VENDOR QUESTIONNAIRE

Please check the appropriate answers or fill in the blanks. If you don't know the answer to a question or if the question doesn't apply to your business leave it blank. Feel free to provide additional information.

Name_____

Address_____

Phone#_____ Fax#_____ Contact Person_____

1. Are you a member of the Fair Trade Federation? __yes __no

2. Is your organization __profit or __non-profit?

3. Does your organization donate money to causes? __yes __no

If so, which ones?_____

4. Type of organizations you do business with:
__Co-operative __Refugee grp. __Family/Village
__Individual __Other (explain)_____

5. Who produces your products? __Men __Women __Children

If children explain_____

6. How long have you been doing business with your producers? ____years

7. What type of work environment exists? __Home __Workshop __Factory

8. Are the producers __union or __non-union?

9. How many hours do the producers work? _____ hours

10. How is the labor divided? Who makes decisions about the work?

11. How would you categorize payment to your producers?
__ above average __ average __ below average

12. What services do you provide to your producers?
__housing __medical __education __loans __marketing __design

13. What % of the wholesale price goes to the producer? _____

14. Is payment made __on delivery __pre-paid __terms?

15. Is the worker's income __primary income __supplemental income?

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- 16. Do you have agreement with your producers to exclusively market and represent their products? __yes __no
- 17. Do you educate about your producer's culture? __yes __no
- 18. Is any of the processing or packaging done by the producers? __yes __no
- 19. Are materials used locally available? __yes __no
- 20. Are the raw materials replenished? __yes __no
- 21. Are the materials used toxic or are toxic materials used in production?
 __yes __no
- 22. Is there anything else you would like us to know about your business?

Return this form to:
Peace Offerings 33 Central Avenue Albany NY 12210
518-434-4037

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Please take a few minutes to fill out the enclosed questionnaire and send any literature you have which would assist us in understanding your organization. Since your organization is not an importer, many of the questions do not apply to your situation. Please answer the questions that you feel apply or send us some information that may be of interest to us.

Thank you for your assistance. Please contact us if you have any questions.

Sincerely,

Ruth Foster
Store Manager

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Dear Supplier:

We are writing to request a current copy of your catalog or a listing of the products you carry. Peace Offerings is a not-for-profit shop which is dedicated to providing an outlet for alternative trade organizations and alternative businesses in Albany, New York.

We would also like to request information about your organization. Please take a few minutes to fill out the enclosed questionnaire or send any literature you have which would assist us in understanding your organization. This form was intended for use by importers of crafts. If questions do not apply to you just skip them.

Thank you for your assistance. Please contact us if you have any questions.

Sincerely,

Ruth Foster
Store Manager