



# PROPOSAL KIT SAMPLE

## Vending Machine Placement Sample Proposal

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William Brown  
Facilities Manager  
North Prairie Community College  
8066 North Bar Street  
Pleasant Prairie, WI 53158

Mr. Brown,

We all know that obesity in America is a growing problem, and that vending machines in schools contribute to weight gain and diabetes among our student populations at all ages.

But it doesn't have to be that way. At Good-4-U Vending Services, we're proud to offer vending machines that dispense healthy snacks and drinks.

Converting from junk food sales to sales of healthy food is a trend that is gaining momentum in our area. Good-4-U Vending Services has already installed more than 600 machines in local schools, health clubs, clinics, and corporate facilities. Both kids and adults are pleased with our products and services. Won't you consider joining the movement toward better health?

As well as offering healthy food, the placement of Good-4-U Vending Services vending machines offers your institution a healthy monetary reward each month. After reading the enclosed material, we believe you'll be pleased and excited by what we can offer your school. We look forward to hearing from you in the near future.

Sincerely,

Susan Tremaine  
Manager, School Services Division  
Good-4-U Vending Services  
555-555-5555  
[start@Good4UVendingServ.com](mailto:start@Good4UVendingServ.com)  
[www.Good4UVendingServ.com](http://www.Good4UVendingServ.com)



# PROPOSAL

## PLACEMENT OF GOOD-4-U VENDING MACHINES

Prepared for: William Brown  
Facilities Manager

Prepared by: Susan Tremaine  
Manager, School Services Division



# BENEFITS

- ▶ **HEALTHY SNACKS AND DRINKS** – Your students and employees can take advantage of low-fat, nutritious snacks and juices instead of filling up on junk food.

Employees at the institutions we supply report a reduction in weight and tooth decay with our snacks, as well as a greater satisfaction level. It's harder to measure students because they are not routinely weighed and monitored, but both students and parents report a greater satisfaction level with our products than with their previous suppliers.

- ▶ **RECYCLABLE PACKAGING** – All our products are packaged in recyclable containers. By placing recycle bins close to the vending machines, you'll reduce trash and the environment will benefit.

Most schools report at least a 1% decrease in trash costs when our machines replaced a previous competitor's.

- ▶ **CASH OR CASHLESS PURCHASING** – For greater flexibility, our machines accept credit and debit cards as well as cash.

Debit cards are becoming increasingly popular among students of all ages.

- ▶ **CHOICE OF PRODUCTS** – If you want to control the items dispensed by any machine, simply choose from our list of products and we'll stock with only those items. Alternatively, we will stock machines with a wide variety of items.

Students and staff with allergies or other health problems can benefit from our no-sugar, gluten-free and peanut-free selections.

- ▶ **REGULAR PAYMENTS FOR YOUR SCHOOL** – Good-4-U Vending Services has two payment programs a school can choose from: a predetermined placement fee paid every month, or a percentage of revenue from the products sold.

For ease of bookkeeping, reliable income, and to avoid any possible conflict of interest, most schools choose the predetermined placement fee option. You can use this steady revenue stream to add to your general income or to fund extra programs for your school.

In summary, choosing Good-4-U Vending Services to supply your institution with healthy snacks and drinks is a win-win situation. Healthier choices, a cleaner environment, and money for your school—what's not to like? Call us to get started today.





When considering placement of a vending machine, you naturally want to know how much space is required. See the measurements below.

## MACHINE DIMENSIONS AND WEIGHTS

Non-refrigerated Snack Machine – 40 inches wide, 62 inches high, 36 inches deep, approximately 500 lbs when filled with products.

Refrigerated Drink Machine – 40 inches wide, 72 inches high, 39 inches deep, approximately 700 lbs when filled with products.

Combination Snack/Drink Machine - 40 inches wide, 72 inches high, 39 inches deep, approximately 600 lbs when filled with products.

## METHODS FOR DETERMINATION OF FOOTPRINT

To allow for electrical plugs and air circulation, machines must be placed no closer than 4 inches to back wall. Machines may be placed in multiple formations with no space between machines or against side walls. A space of 40 inches must be kept clear in front of each machine to allow for customer access and restocking.

Thus, a non-refrigerated snack machine requires a space 40 inches wide, 62 inches high, and 80 inches deep, while the refrigerated drink and combination machines require spaces that are 40 inches wide, 72 inches high, and 84 inches deep.

For power supply, each non-refrigerated snack machine requires 4 amps @ 115 (460 watts), each refrigerated drinks machine and combination machine requires 6 amps @ 115 (690 watts).

## FOOTPRINT COMPARISON

The dimensions of our machines and the access space required are typical of standard food vending machines. We're proud to state that our machines generally require 1 amp less electricity than the average machine on the market today, resulting in energy savings for you.





# MAINTENANCE

Good-4-U Vending Services is committed to maintaining our machines in the best of condition and to restocking all items in a timely manner.

The internal temperature, numbers of stock items, and change dispensers are monitored within each vending machine. Our personnel have access to this information from remote sites, so they can respond quickly to any need for restocking or service. Machines are cleaned and checked every time our personnel visit your site.

Our personnel regularly perform the following checks. Times and dates of these checks are kept on record in our head office.

MAINTENANCE TASKS	SCHEDULE
Double-check recorded temperatures with handheld thermometers.	At least once a month.
Check that all internal delivery devices are clean and working properly.	Every visit.
Check for expiration date and intact packaging of all products.	Every visit.
Clean delivery tray and all accessible sides of machine with approved antibacterial solution.	Every visit.
Check plug and fan at rear of machine and vacuum or dust as needed.	At least once a month.

When machines are installed at your facility, we will consult with your staff to schedule service/restocking visits for minimum disruption to normal activities. You may also contact your assigned service person at any time to report a problem or concern.

We have never experienced an accident or major problem with Good-4-U Vending Services machines or products. However, to protect your employees and students and the property of your school in the event that an unfortunate event does occur, Good-4-U Vending Services carries a \$2 million commercial liability policy on each of its machines.



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