



RAYLOC

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BULLETIN NO. 504

OCTOBER 28, 1978

**TO: CERTAIN NAPA DISTRIBUTION CENTERS
GENERAL MANAGERS
SALES MANAGERS
D. C. SALESMEN
RAYLOC REGIONAL MANAGERS
RAYLOC SALESMEN**

SUBJECT: JOBBER COMPETITIVE PRODUCTS CHANGEOVER TO RAYLOC

The following are recommendations on changing over competitive exchange lines to NAPA - Rayloc. For several reasons it may be necessary to follow procedures other than just renumber to Rayloc. Using any of the procedures listed below, we ask the following information be prepared first:

1. An inventory list by competitive part numbers and manufacturer be prepared and mailed to the Sales Office, Rayloc - Atlanta, giving as much lead time as possible to the scheduled changeover date. Rayloc Sales Representatives have the forms for this information to be listed. In the event this list is made by a D. C. Sales Representative, forms will be furnished to them.

A. NORMAL CHANGEOVER

After receiving the competitive inventory list, we will interchange to Rayloc numbers. This competitive information along with preprinted labels will be returned to the Rayloc Sales Representative, or the location designated. We prefer to relabel the existing competitive box, however, damaged boxes will be replaced.

B. REBOX CHANGEOVER

Where competitive boxes are in poor condition, or are multiple color and printing, and relabeling would not provide a neat appearance, new Rayloc boxes should be used. When the competitive inventory information is returned to Rayloc, it should indicate when new boxes are required. Shipping instructions should also be included as to the new location, attention of, etc. When competitive products are reboxed in new Rayloc boxes and labels, they should be stamped—"REBOXED".

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