**Memorandum of Understanding Template**



# Specialty Hearth Retailer

# Memorandum of Understanding

In order to participate in The Great Woodstove and Fireplace Changeout program planned for DATE in LOCATION, my company agrees to the following:

* We will promote the program according to the details outlined in this Memorandum of Understanding provided by the Hearth, Patio & Barbecue Association and NAME OF AFFILIATE*.*
* We will provide the best discount possible for changing out a woodstove during the specified time frame.
* We will ensure the removal of the old woodstove from our customer’s home and make sure it is destroyed at a salvage/junk yard.
* If the old unit is not taken to the salvage/junk yard immediately, we will remove the door to ensure that the unit cannot be used.
* Our company understands that we can include the installation of gas logs and gas, pellet and EPA Certified fireplace inserts into existing open-hearth fireplaces as part of this program.
* We will fill out a tracking slip for all stoves changed out and all fireplaces updated and send copies of the slips to NAME OF AFFILIATE.
* We agree to pay a registration fee of $AMOUNT (member) and $AMOUNT (non-members) for the program to NAME OF AFFILIATE*.*
* We understand that the registration fee will cover the costs of the items we will receive from our affiliate to promote our involvement in the program (banner, hang tags, tracking forms, ad slicks and brochures).
* We also understand that the registration fee will also ensure that we will be included on the list of participating retailers on the program Web site and in the informational kit mailed to consumers.
* We understand that we can also separately purchase radio, television or print advertising (**not included in registration fee**) to promote the program, but that any advertising must not run until after the scheduled local publicity events have occurred (call PROGRAM COORDINATOR for more information).
* We understand that all hearth appliances covered under this program need to be purchased by DATE and installed by DATE.
* We understand that failure to comply with all of these guidelines will result in our removal from the list of participating retailers list.
* We understand that there are no refunds.

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Credit Card Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_