



DiCarlo Distributors, Inc. 1630 North Ocean Avenue, Holtsville, NY 11742 • 631.758.6000 • Fax: 631.758.6096 • dicarlofood.com

Dear Vendor,

We at DiCarlo Distributors are looking forward to the opportunity of doing business together. Before we can place our first order, we need the following information:

New vendor form

Item information request form for each approved item

Letter of product guarantee

Copy of HACCP program

Food safety questionnaire

Most recent third party food safety audit

Liability insurance certificate

Moving forward, we are expecting a mutually beneficial relationship that will hopefully include timely communication, follow up, high quality standards and commitment to customer service. Our intent is to build lasting relationships with vendors that share our values and understand the needs of our customers.

If you have any question, please feel free to contact me.

Sincerely,

Sunil Chadha
Purchasing Manager
DiCarlo Distributors
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A Distributor Member of

