

## IVAA PREFERRED PARTNER PROGRAM

The IVAA Preferred Partner Program offers IVAA members a list of approved vendors that provide services and products useful to the virtual professional. The list of participating vendors will appear on the IVAA website in the Members Only area and on the IVAA Preferred Partners page.

### VENDOR GUIDELINES

Service providers interested being part of this program will need to provide the following:

- ✚ Submission of a Proposal outlining services offered and special consideration for IVAA Members. The minimum benefit allowed is a 20% discount or free product with a minimum value of \$100.00
- ✚ Submission of no less than three business references.
- ✚ Signed contract (provided by IVAA) indicating a one-year automatically renewable contract that includes a thirty day cancellation clause.
- ✚ Approved vendors are required to adhere to the IVAA Code of Ethics. This code can be found in writing on the IVAA Member website.
- ✚ There is a three vendor limit per business category – with one slot reserved for an approved IVAA member who wishes to participate. \*As of July 23, 2008 current vendors and vendors with Preferred Partner applications pending would be “grandfathered” in to the previous guidelines of five vendors per business category.

### VENDOR BENEFITS

Our approved preferred partners will receive the following benefits:

- ✚ Inclusion in an alphabetical list of approved vendors.
- ✚ IVAA Members who are vendors will receive their listing in bold and “IVAA Member” at the end of the description. This notation will link to the member’s profile.
- ✚ Mention in the IVAACast, a monthly e-newsletter with a circulation of more than 10,000.
- ✚ One-time announcement via email from the President to IVAA member base of over 1,200+ virtual professionals.
- ✚ HTML listing in Members Only area and Preferred Partners micro site within the IVAA member website.



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## MEMBER BENEFITS

- ✚ Access to business product and service providers – that meet or exceed IVAA’s Vendor Guidelines above.
- ✚ Discounts or free product just for being an IVAA Member
- ✚ Exposure for IVAA throughout the business world
- ✚ The opportunity to become a preferred provider and increase your business

*Each approved partner undergoes a thorough screening and reference check by the IVAA, however, reliability of a partner cannot be guaranteed by IVAA.*

## BUSINESS CATEGORIES

The following is a list of business categories that would be useful to our members. Additional categories may be added at the discretion of the Benefits Committee and/or Board of Directors

- ✚ Office supply companies
- ✚ Telephone/video conference services
- ✚ Printing Companies
- ✚ Computer support providers (IT)
- ✚ Logo services
- ✚ Website creators
- ✚ Caterers
- ✚ Accountants
- ✚ Corporate Gift providers
- ✚ Cell Phone service providers
- ✚ Computer hardware providers
- ✚ Computer software providers
- ✚ Professional Organizers

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