



Kohler Co-op Promotional Assistance Request Form

☐ Distributor Promotion

☐ Dealer Promotion

1. Please note type of request (prior approval or reimbursement).
2. Please complete all information.
3. Click on **Submit**.

4. Kohler will process and return a copy to the distributor.
5. For questions, contact Kohler at 920-565-3381, ext. 33325.

Market: ☐ Industrial

☐ Marine

☐ Mobile

☐ Residential/Commercial

Distributor Name	Claim Reference No.
Address	
City	
State/Province	ZIP/Postal Code
Telephone	Fax
Requested by (distributor contact):	Email Address

Section 1 PRIOR APPROVAL REQUEST

Please describe what you are submitting for prior approval and attach the layout.

This form can also be used for logo approval on promotional items such as clothing not purchased from Kohler Co.

For Kohler use only:

☐ Approved ☐ Approved with modifications ☐ Disapproved

/ /

Kohler Power Systems Market Analyst

Promotions & Publications Manager

Date

Section 2 REIMBURSEMENT REQUEST

(Complete when submitting for final reimbursement.)

Item	Description	Distributor/Dealer Cost	Kohler's Cost

For Kohler use only:

Total Distributor/Dealer Cost \$

Total Reimbursement Requested \$

Total Reimbursement Allowed \$

Credit will be issued.

/ /

Kohler Power Systems Market Analyst

Promotions & Publications Manager

Date

Comments:

Filling out a form

1. Position the mouse cursor inside a form field. The I-beam cursor allows you to type text. The arrow cursor allows you to select the checkbox.
2. After entering text or selecting a checkbox, choose from the following:
 - Press Tab to accept the field change and go to the next field.
 - Press Shift + Tab to accept the field change and go to the previous field.
 - Press Return or Enter to accept the field change and deselect the current field.
 - Press the Escape key to reject the field change and deselect the current field.If you press the Escape key a second time and you are in Full Screen mode, you will exit Full Screen mode.

Clearing a form

Click the Reset Form button or exit Acrobat Reader, and start again.

Submitting the form

Acrobat Reader Users

1. Once the form has been completed in its entirety (including appropriate signatures), the distributor can fax the form to Linda Fleck at Kohler Co., fax number 920-453-6362.

Acrobat Exchange or Adobe Acrobat Users

You can submit this form electronically if you have Acrobat Exchange or Adobe Acrobat 4.0 and email installed on your computer. Acrobat Exchange and Adobe Acrobat 4.0 can export form information to a file. You then e-mail the export file to Kohler Co.

1. Start Acrobat Exchange or Acrobat 4.0.
2. Choose File>Open, select orderform.pdf, and click Open.
3. Fill out all the form fields.
4. Choose File>Form Data>Export data from form...
5. Enter a filename, and click Save (.fdf is the extension assigned to form data files).
6. Choose File>Close. You don't need to save the changes because the data you entered was saved in the exported .fdf file.
7. Compose an e-mail message, attach the .fdf file created in step 5, and send the message to linda.fleck@kohler.com

[←Return to form](#)