

The City Clerk Call Sheet

One sheet per city. Fill it in during the call.

How to use it. Call the issuing office with this page open, write the answers into the blank sheet, and then read the sections yourself before you commit a team to the market. A clerk's summary is fast and usually right; the section is what your reps are actually held to.

City and state: _____ **Office and phone:** _____

Spoke to, and date: _____

1. Permit required?

"Do I need a permit or registration for commercial door-to-door sales, and is it issued to the company, to each rep, or to both?"

☐ Company ☐ Rep ☐ Both

2. Filed with:

"Which department do I file with, and is any other office involved before it is issued?"

3. Fee, company:

"What is the fee for the company, what is the fee for each rep, and which category does a rep who takes orders for later delivery fall under?"

_____ **per rep:** _____ **my category:** _____

4. File how far ahead:

"How far ahead do I file, and is there a background check I have to obtain myself before I apply?"

_____ **background check I must obtain:** _____

5. Hours:

"What are the permitted hours, and do they change with the season or with the day of the week?"

_____ **seasonal or day-of-week changes:** _____

6. Carried:

"Does the rep display something, carry something, or both, and does the rule say where on the person?"

_____ **displayed, and where:** _____

7. Sign rule:

"What does a posted sign oblige my reps to do, and does the city keep a do-not-knock list?"

_____ **city do-not-knock list:** _____

8. Expires:

"How long is it valid, and does it cover any neighboring city?"

_____ **valid outside this city:** _____

Sections to read myself: _____

Verdict:

☐ workable now ☐ workable later ☐ not this season