



A M E R I C A N G E M

S O C I E T Y [™]

Consumer Protection Since 1934 [™]



APPLICATION CHECKLIST - SUPPLIER FIRMS

Dear Supplier Applicant:

Please utilize this checklist to ensure that your application for American Gem Society membership is complete. The only way the International Admissions Board can get a true sense of your firm's business policies, ethics, and standards is through the information provided by your firm.

- Firm application:** Complete all pages, including back cover.
- Student affiliate application:** Complete both front and back.
- Letters of recommendation:** Supplier firms must submit three (3) letters of recommendation from active American Gem Society retailers and five (5) letters from active American Gem Society suppliers.
- Photographs – MINIMUM OF 10 PICTURES:**
 - a. Building exterior (including adjoining structures)
 - b. Building exterior (close enough to read signage on front door)
 - c. Lab equipment (with descriptions on back of photo)
 - d. Any other areas your insurance company would allow
- Letter describing your business:** Please write one or two paragraphs on company letterhead describing your business. This letter should include your company's history and evolution, education of owners and employees, your business philosophy and your community involvement, what you feel the American Gem Society is about, why you want to become an American Gem Society member, and what you feel you can contribute to our organization.
- Articles:** Send trade publication articles that support your reputation and your involvement in the industry.
- Yellow page ad:** Do not photocopy. Send the page on which your ad and/or listing appears.
- GIA Education:** On a separate piece of paper, please list any employees who have GIA education and what courses they have taken.
- Catalogs, promotional material, and retail advertising materials including flyers, ad slicks, counter cards, and other supporting materials:** Include at least three (3) items.

ALL APPLICATION MATERIALS BECOME THE PROPERTY OF
THE AMERICAN GEM SOCIETY[™] AND ARE KEPT CONFIDENTIAL.

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