



DEFENSE COMMISSARY AGENCY
HEADQUARTERS
1300 E AVENUE
FORT LEE, VIRGINIA 23801-1800

IN REPLY
REFER TO

MPS

June 8, 2015

NOTICE TO THE TRADE – DeCA NOTICE 15-57

SUBJECT: Shipper, Pallet, OTB Sell Sheets

Effective June 8, 2015, sell sheets must be attached to DeCA Forms 40-16, Promotional Display Presentation Form, when presenting shipper, pallet, and OTB offers for promotional consideration. Sell sheets will be used to assist in promotional decision-making and, if the item is selected, will be provided to Store Operations for use in determining order quantities. Please note, Category Managers may request sell sheets for previously submitted offers to catch up with this requirement.

My point of contact for this notice is Mr. Gregory Kochuba at (804) 734-8000, extension 48928 or Gregory.Kochuba@deca.mil. Thanks for your continued support!

Tracie L. Russ
Director, Sales

cc:
Store Operations