

MERCHANT SETUP FORM

1 CUSTOMER INFORMATION

DBA Name _____

Company Name _____ Number of locations _____

Address _____

City _____ State _____ Zip Code _____

Company Phone _____ Fax _____ Routing Number _____ ODA Number _____

Contact Name _____ Position/Title _____ Phone/extension _____ Email _____

2 GIFT CARD ORDER INFORMATION

1. Contact for Card Production All items must be complete for card production to begin
 Reseller Company Contact (listed above) Other _____

2. Card Design Standard _____ Custom _____
Card Style # and/or description Card Color if not white

3. Card Quantity Total Gift Cards ordered: _____ (qty) Total Loyalty Cards ordered: _____ (qty)
 Non-Denominated Denominated*
 _____ (qty) \$5 _____ (qty) \$10 _____ (qty) \$20 _____ (qty) Other \$ _____ / _____ (qty)

4. Ink Colors (essential for accurate card pricing/pricing. If unknown, use 4-color front / 1-color back price.)
 CARD FRONT: (circle one) 1 2 3 4-color CARD BACK: (circle one) 1 2

5. Back-of-Card Verbiage (choose one) Option One (bullet points) Option Two (paragraph)
 Option Three (additional, modified, or merchant-owned verbiage - attach copy)

6. Loyalty Program Set Up _____ Points Per _____ Purchase, or _____ Points Per \$ _____ Purchase
 Reward Levels / Points: 1 _____ pts 2 _____ pts 3 _____ pts 4 _____ pts 5 _____ pts 6 _____ pts

7. Proofs / Card Delivery Email proof OK for approval? yes no Color paper proof required? yes no
 SEND COLOR PAPER PROOFS VIA: First Class Mail Overnight (provide shipper name & Acc. # below)
 Deliver To: Contact listed above Reseller Other _____
 DELIVER CARDS VIA: Ground Overnight Other _____
 Deliver To: Contact listed above Reseller Other _____
 Merchant's Shipper & Acc. # _____ Or, Reseller's Shipper & Acc. # _____

3 FEE PRICING SCHEDULE

1. Set up Fees	3. Report Fees**
File Set Up Corporate _____	Monthly Statement _____
File Set Up Per Location _____	Custom Report _____
Equipment* _____	4. Transaction Fees
2. Production Fees	Gift Card _____
Cost per card* _____	Loyalty _____
Graphic Design _____	VRI _____ .55
Color Setup/Prepress \$ 100.00 _____	ACH _____
TOTAL SETUP COST \$ _____	Return ACH \$ 50.00 _____
Amount Prepaid _____	Monthly Minimum _____
Due upon activation \$ _____	

*Subject to shipping and handling
 **Custom report fees will be determined on a case by case basis

As indicated in the Card Processing Agreement, fees and charges will be deducted directly from the customer's bank account via Automated Clearing House (ACH) transfer of funds through First Tennessee. Your signature below authorizes Valutek Card Solutions to debit and credit funds to your designated bank account and acknowledges you have received and read a copy of the Card Processing Agreement. PLEASE ATTACH VOIDED CHECK FROM DESIGNATED BANK ACCOUNT.

Principal (Signature Required) _____ Title _____

Print Name _____ Date _____

Sales Representative Signature _____ Rep ID or SSN _____ Date _____

Valutek Copy - White / Reseller Copy - Yellow / Merchant Copy - Pink

4 ACCOUNT DATA

Reseller Name _____ ID _____

Sales Rep Name _____ Phone _____

1. Type of Account Independent Merchant
 Corporate or Multi-Chain Alliance (Mail, Franchise)

2. Merchant Type Retail Restaurant or Retail w/Tip

3. Bus. Description _____

4. Server/Clerk ID? Yes No

5. Application Type Gift Loyalty

6. Pooling Account? Yes No

7. Send reports to Company Contact Other _____

Name/Email (if different from Company Contact in part 1)

8. Reports delivery method:
 Hard Copy Fax E-Mail (MS Excel format)

5 EQUIP./TECHNICAL

1. Terminal/Printer Make & Model _____

of Terminals/Printers _____

2. Additional Equipment _____

3. Time Zone (check one)
 Eastern Central Mountain Pacific

4. PBX Access Line? yes # _____ no

5. Password options for terminal functions?
 yes (password) _____ no

6. Who will send terminals to merchant?
 Reseller Valutek Pre-Existing Equipment

7. Where are terminals to be sent?
 Reseller Corporate Office listed in Part 1
 Individual Location Pre-Existing Equipment

COMPANY USE ONLY

Download Record Number _____

Terminal ID _____

Client ID _____

Card Sequencing _____

Application ID _____

Merchant ID _____