

# Merchant Services

## MAIL/TELEPHONE ORDER ADDENDUM

Merchant Name: \_\_\_\_\_

- Detailed description of product sold: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Submit sample(s) of product brochures; price list; promotional materials; product catalog, etc.
- How will product be advertised or promoted? \_\_\_\_\_  
\_\_\_\_\_
- MC/Visa sales are processed on: \_\_\_\_\_ Date of sale \_\_\_\_\_ Date of shipment  
If Date of sale, indicate number of days until product is shipped: \_\_\_\_\_
- List the name(s) and address(es) of vendors from which the product is purchased.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Where is the product stored/shipped from? \_\_\_\_\_
- List the name(s) and address(es) of third party or fulfillment organizations, or parties aside from your staff who will assist or participate with the sales, marketing, processing of orders or shipping of merchandise. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- In what geographic area(s) will the product be marketed and sold? \_\_\_\_\_  
\_\_\_\_\_
- List carrier service(s) that will deliver product. \_\_\_\_\_
- What is your return or refund policy? \_\_\_\_\_
- How does the customer order the product? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mail/telephone order merchants may be approved subject to certain sales volume restrictions and/or cash reserve requirements. Should the merchant alter any aspect of its business from the description on the Addendum above, without prior approval by Merchant Services Merchant will be subject to immediate termination. Merchant accepts and agrees to abide by all additional terms and conditions as disclosed on the back of this form.

Merchant's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Please Print Name: \_\_\_\_\_

Title: \_\_\_\_\_