

**Custom Cards & Carriers - Gift Card Set Up Form** New Gift Card MerchantWill cards from this location need to work at any other location?  Yes  No  
If yes, provide MIDs for other locations by attaching Multiple Location Form(s). Additional Outlet Tie To: \_\_\_\_\_ Additional Outlet (**Entitle Only - no cards**) Tie to: \_\_\_\_\_ Packaged Offer - Describe: \_\_\_\_\_ Channel Comp  Other: \_\_\_\_\_ Reorder (Existing Gift Card Merchant) New Design Information Reordering using most recent design information on file - NO CHANGES**CLIENT INFORMATION**Merchant Processing #: \_\_\_\_\_ Gift Card Entitlement #: \_\_\_\_\_ Terminal Type: \_\_\_\_\_ Platform:  North  Bypass

Legal Name: \_\_\_\_\_ DBA Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Reporting Contact Name:  Same As Above Reporting E-mail Address:  Same As Above  
 Other: \_\_\_\_\_  Other: \_\_\_\_\_Shipping Address:  To Address Above Delivery Method:  Ground  2nd Day  Next Day Air  
 To Other Address, Please Specify: \_\_\_\_\_ (Cost will be passed through to Client)**PRICING**

DESCRIPTION	SEQUENCE CODE	QTY	PER ITEM COST	TOTAL	DESCRIPTION	SEQUENCE CODE	PRICE
Cards - Design 1					Gift Card Monthly Fee	32V	
Cards - Design 2					Transaction - Activation	G66	
Custom Carriers					Transaction - Redemption	G67	
<input type="checkbox"/> Supply Artwork					Transaction - Reload	G68	
<input type="checkbox"/> Match Std. Card Design					Transaction - Void/Reversal	G69	
Standard Carriers	G31				Transaction - Balance Inquiry	G70	
Envelopes/package	G74				Transaction - Other	G71	
Set-Up Fee	G34		per location		Monthly Minimum Transaction Fee	G72	
Color & Image Set-Up	G33		per order		VRU - per call (optional)	G32	
					Block Activation (optional)	G51	
					Graphic Design Assistance per hour (optional)	G40	
<b>Total Set-Up Cost</b>							

**MARKETING SUPPLIES**

DESCRIPTION	SEQUENCE CODE	PART CODE	QTY	PER ITEM COST	TOTAL	DESCRIPTION	SEQUENCE CODE	PART CODE	QTY	PER ITEM COST	TOTAL	
Acrylic Stand w/Box	G35	MNRQ				Single J Hook Rack	G42	MNF2				
Acrylic Stand w/o Box	G48	MNRP				3-sided J Hook Rack	G42	MNF4				
Insert Poster Standard	G30	MNRR				Table Tent Acrylic Stand	G48	MNG5				
Insert Poster Custom	G61					Table Tent Poster	G30	MNG6				
Door Decal	G36	MNRH				Welcome Kit	G77					
											<b>Total Set-Up Cost</b>	

**CLIENT APPROVAL**

**ACKNOWLEDGEMENT/AUTHORIZATION: All fees for the Services shall be paid by an ACH transfer of funds from a bank account designated by Client. Client hereby authorizes Company to initiate debit and/or credit entries and adjustments from or to Client's designated account for such purpose. This authorization shall remain in full force and effect until Company has consented to its termination, at such time and in such a manner as to afford Company a reasonable opportunity to act on it. Client acknowledges that it has received and read a copy of the Gift Card Processing Agreement, the Program Guide or other applicable document containing the general terms and conditions governing the provision of Services. In the event of any conflict between such general terms and conditions, and this Gift Card Set-Up form, the terms set forth in this Gift Card Set-Up Form shall govern.**

Client's Business Principal Signature:

**X**

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**SALES REPRESENTATIVE INFORMATION**

Sales Channel Name: \_\_\_\_\_ Sales Rep Name: \_\_\_\_\_ Sales Rep ID: \_\_\_\_\_

Sales Rep Phone #: \_\_\_\_\_ Sales Rep E-mail: \_\_\_\_\_

Secondary Contact (OA) Name: \_\_\_\_\_ Secondary Contact (OA) E-mail: \_\_\_\_\_

Sales Manager Name: \_\_\_\_\_ Sales Manager E-mail: \_\_\_\_\_ Completed



## GIFT CARD FEE SEQUENCE CODES

G03	Gift Card - Custom Cards 1,000 - 2,499
G04	Gift Card - Custom Cards 2,500 - 4,999
G05	Gift Card - Custom Cards 5,000 - 7,499
G06	Gift Card - Custom Cards 7,500 - 9,999
G07	Gift Card - Custom Cards 10,000 - 24,999
G08	Gift Card - Custom Cards 25,000 - 49,000
G09	Gift Card - Custom Cards 50,000 - 99,999
G09	Gift Card - Custom Cards 100,000 - 199,999
G22	Custom Carriers 1,000 - 2,499
G23	Custom Carriers 2,500 - 4,999
G24	Custom Carriers 5,000 - 7,499
G25	Custom Carriers 7,500 - 9,999
G26	Custom Carriers 10,000 - 24,999
G27	Custom Carriers 25,000 - 49,999
G28	Custom Carriers 50,000 - 99,999
G29	Custom Carriers 100,000 - 199,999
G30	Insert Poster - Standard to fit 8.5 x 11 or Table Tent, depending on Part code selected
G31	Standard Stock Carrier
G32	VRU Usage - Fee charged each time a Gift Cardholder calls the customer support 800 number printed on the back of the card (optional) to get balance information.
G33	Color and Image Set Up Fee - Per custom card order - one hour of graphic design service utilized for the adjustment of compliant artwork to the templates necessary for the production of Gift Cards.
G34	Set Up Fee - Per location and based on number of locations participating in the program.
G35	Display Rack w /Box
G36	Door Decal
G40	Graphic Design - Hourly fee for graphic design services utilized for custom card and/or custom carrier orders on an as needed basis, specifically if requested or either no artwork or non-compliant artwork is submitted. Can cover all aspects of the project from concept consultation, design, concept proof, one concept revision, 2nd concept proof. Merchant will be notified if utilized.
G42	Display Rack w/J Hook - Either single or 3 sided depending on Part code selected.
G48	Display Rack w/o Box- Either 8.5 x 11 clear or Table Tent silk screened depending on Part code selected.
G51	Block Activation - Fee to pre-program Gift Cards to have a dollar amount automatically associated with them.
G61	Custom Insert Poster - Posters based on merchant's card design sized to fit Display Rack w or w/o box.
G63	Order Cancellation Fee - Fee assessed by card manufacturer when a request to cancel an order is received after the cards/carriers are in production.
G65	Database Information Transfer Fee - Fee assessed when a merchant cancels his/her Gift Card program and requests to have the historical data related to his/her Gift Card account delivered to him/her.
G66	Gift Card Transaction - Activation
G67	Gift Card Transaction - Redemption
G68	Gift Card Transaction - Reload
G69	Gift Card Transaction - Void/Reversal
G70	Gift Card Transaction - Balance Inquiry
G71	Gift Card Transaction - Other Transaction - time out reversal, etc.
G72	Monthly Minimum Fee - A minimum monthly amount assigned for transaction fees. This fee will not be assessed if the transaction fees collected in a month are higher than this minimum.
G74	Envelopes - For carriers, in packages of 100.
G77	Welcome Kit - Gift Card marketing guide and materials
32V	Gift Card Monthly Fee