Standard Design Cards & Carriers - Gift Card Set Up Form

Will cards from this location need to work at any other location?

☐ No ☐ Yes (Indicate the other locations by including Additional Location Form(s) with this order submission.)

☐ Channel Comp
(No Retail to be billed to Merchant - Requires Finance Approval)

CLIENT INFORMATION

Merchant Processing #: _____ Gift Card Entitlement #: _____

Card Length: ☐ 16-digit (Standard Card Format) ☐ 19-digit (If this is a new merchant complete and attach the Promo Bin Change Request form)

Legal Name: _____ DBA Name: _____

Shipping Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone Number: _____ E-mail Address: _____

Delivery Method: ☐ Ground ☐ 2nd Day ☐ Next Day Air   (Billed to Merchant)

ORDER AND PRICING INFORMATION

DESCRIPTION	SEQUENCE CODE	QTY	PER ITEM COST	TOTAL	DESCRIPTION	SEQUENCE CODE	PRICE
Standard Cards - Design 1					Gift Card Monthly Fee (If Applicable)	32M	
Standard Cards - Design 2					Transaction - Activation	G66	
Standard Design Carriers	G31				Transaction - Redemption	G67	
Custom Design Carriers					Transaction - Reload	G68	
Envelopes (100/package)	G74				Transaction - Void/Reversal	G69	
					Transaction - Balance Inquiry	G70	
					Transaction - Other	G71	
					VRU - per call (optional)	G32	
					Set-Up Fee (per location)	G34	

Total Set-Up Cost [_____]

MARKETING SUPPLIES

DESCRIPTION	SEQUENCE CODE	PART CODE	QTY	PER ITEM COST	TOTAL	DESCRIPTION	SEQUENCE CODE	PART CODE	QTY	PER ITEM COST	TOTAL
Insert Poster Custom	G61					Counter Top Display	G42	MNF2			
Door Decal	G36	MNRH				Welcome Kit	G77				

Total Set-Up Cost [_____]

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: _____

FDGC_STD_170525

Merchant Processing #:	Gift Card Entitlement #:	Client DBA Name:

CARD ORDER PROMO REQUIREMENT

Card Design 1

☐ Default Promo (Non-Denominated, Reloadable, No Expiration)

☐ Use Existing Promo _____

☐ Create New Promo

  ☐ Additional Reloadable Promo (reloadable, non-denominated) Promo Name _____

  ☐ Merchandise Return Promo (non-reloadable, non-denominated) Promo Name _____

  ☐ Marketing Incentive Promo (non-reloadable, denominated) Promo Name _____

  Default Amount _____ (Value determined by merchants store promotion)

  (Choose One) Fixed Expiration Date _____ Relative Expiration Date _____ Months

Card Design 2

☐ Default Promo (Non-Denominated, Reloadable, No Expiration)

☐ Use Existing Promo _____

☐ Create New Promo

  ☐ Additional Reloadable Promo (reloadable, non-denominated) Promo Name _____

  ☐ Merchandise Return Promo (non-reloadable, non-denominated) Promo Name _____

  ☐ Marketing Incentive Promo (non-reloadable, denominated) Promo Name _____

  Default Amount _____ (Value determined by merchants store promotion)

  (Choose One) Fixed Expiration Date _____ Relative Expiration Date _____ Months

Standard Card & Carrier Design Information

Standard Card Design #1   ☐ Design Code : _____   ☐ Reorder previously printed design. (Use Notes section for detail if multiple previous designs)

FRONT OF CARD LANGUAGE:

- **Maximum 30 characters per line**
- **1-4 lines of text** (*Stripe cards allow 5th title line)
- **Text will print exactly as provided**
- **Use lower and/or upper case letters as required**
- **Add spacing where desired**
- *Text position defaults used if not indicated*
- *Text color defaults used if not indicated*
- *Font defaults to Century if not indicated*

TITLE LINE **(STRIPE CARDS ONLY)**	
LINE 1	
LINE 2	
LINE 3	
LINE 4	
☐ BLANK - No additional text except as pre-printed on card.	

Text Color:
Check brochure for color/design provisions.
☐ Black ☐ Purple ☐ Blue ☐ Red ☐ Green ☐ White ☐ Silver ☐ Gold

Front of Card Font: ☐ Century ☐ Country ☐ Eurostile ☐ Amazone ☐ Futura ☐ Sarah Script ☐ Bengiat

BACK OF CARD LANGUAGE OPTIONS

☐ Thank you very much for your business. We look forward to seeing you again. (English only)

☐ Thank you very much for your business. We look forward to seeing you again. Gracias por su visita. Esperamos verlos muy pronto. (English & Spanish)

☐ No Back of Card Language - Printed Card Number Only.

Standard Card Design #2   ☐ Design Code : _____   ☐ Design #2: Use same front and back of card as Design #1 above.

  ☐ Design #2: Different design and/or text. Use design information below.

FRONT OF CARD LANGUAGE:

- **Maximum 30 characters per line**
- **1-4 lines of text** (*Stripe cards allow 5th title line)
- **Text will print exactly as provided**
- **Use lower and/or upper case letters as required**
- **Add spacing where desired**
- *Text position defaults used if not indicated*
- *Text color defaults used if not indicated*
- *Font defaults to Century if not indicated*

*TITLE LINE (STRIPE CARDS ONLY)	
LINE 1	
LINE 2	
LINE 3	
LINE 4	
☐ BLANK - No additional text except as pre-printed on card.	

Text Color:
Check brochure for color/design provisions.
☐ Black ☐ Purple ☐ Blue ☐ Red ☐ Green ☐ White ☐ Silver ☐ Gold

Front of Card Font: ☐ Century ☐ Country ☐ Eurostile ☐ Amazone ☐ Futura ☐ Sarah Script ☐ Bengiat

BACK OF CARD LANGUAGE OPTIONS

☐ Thank you very much for your business. We look forward to seeing you again. (English only)

☐ Thank you very much for your business. We look forward to seeing you again. Gracias por su visita. Esperamos verlos muy pronto. (English & Spanish)

☐ No Back of Card Language - Printed Card Number Only.

GIFT CARD CARRIERS

☐ Standard Design Carrier/Sleeve Pocket Code: _____   ☐ Custom Carrier to match Standard Card Design Code: _____

Notes/Comments:

Design Information Above Approved: _____
                  Client Initials

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GIFT CARD FEE SEQUENCE CODES

Code	Description
G02	Standard Design Cards 250 card package
G12	Standard Design Cards 500 - 999
G13	Standard Design Cards 1,000 - 2,499
G14	Standard Design Cards 2,500 - 4,999
G15	Standard Design Cards 5,000 - 7,499
G16	Standard Design Cards 7,500 - 9,999
G22	Custom Design Carriers 1,000 - 2,499
G23	Custom Design Carriers 2,500 - 4,999
G24	Custom Design Carriers 5,000 - 7,499
G25	Custom Design Carriers 7,500 - 9,999
G30	Insert Poster - Standard to fit 8.5 x 11 or Table Tent, depending on Part code selected
G31	Standard Design Carrier
G34	Setup Fee Per location. Based on number of locations participating in the program.
G35	Display Rack /Box
G36	Window Cling Decal
G42	Single J-Hook Countertop Display
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.
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.
G74	Plain White Envelopes - Fits closed carrier format. Bundled in packages of 100.
G77	Welcome Kit - Gift Card marketing guide and materials
32M	Gift Card Monthly Fee