

**ADDITIONAL CREDIT INFORMATION**



Client's DBA Name: \_\_\_\_\_ Merchant #: \_\_\_\_\_

**CLIENT VISITATION**

**Site Visit Required For All Merchants**

- 1. Zone:
  - Business District  Industrial  Residential
- 2. Location:
  - Mall  Shopping Area  Isolated
  - Office  Apartment  Home
  - Other: \_\_\_\_\_
- 3. Seasonal:
  - No  Yes, Months in Operation: \_\_\_\_\_
  - Months Open Between \_\_\_\_\_ to \_\_\_\_\_
- 4. External Facility Description (# of Levels/Floors):
  - 1  2-4  5-10  11 plus

- 5. Merchant Occupies:  Ground Floor  Other: \_\_\_\_\_
- 6. Remaining Floor(s) Occupied by:
  - Residential  Commercial  Combination
- 7. Advertising Name Displayed:
  - Window  Door  Store Front
- 8. Approximate Square Footage:
  - 0-250  251-500  501-2,000  2,001 plus
- 9. # of Registers: \_\_\_\_\_ # of Employees: \_\_\_\_\_
- 10. Return Policy:
  - Full Refund  Exchange Only  None

- 11. Do you have a refund policy for your MC/VISA sales?  Yes  No If yes, Check one:
  - Exchange  Store Credit  MC/VISA credit
 If MC/VISA credit, within how many days do you submit credit transactions?
  - 0-3  4-7  8-14  Over 14 days
- 12. Proper License Visible (Liquor, Tax ID, etc.):  Yes
  - No, explain: \_\_\_\_\_
- 13. Do You Have Previous Processor MC/VISA Statements?  Yes  No
- 14. Are customers required to leave a deposit?
  - Yes  No If Yes, % of deposit required: \_\_\_\_\_%
  - Time Frame for Delivery: \_\_\_\_\_ Days

Comments/Additional Information to Credit Officer/Other Depository/Primary Savings Account Number and Additional Information:

(40 Characters)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER ENCLOSURES (Check)**

- 1. Financial Statements (2 years most recent) required for:
  - Mail/Telephone Order \$1MM or greater and exceeding percentage requirements
  - Business To Business \$1MM or greater
  - Internet \$1MM or greater
- 2. Method of Advertising:
  - Catalog  Brochure/Direct Mail  TV/Radio  Internet
  - (Attach at least one)  Phone  Newspaper/Journal  Other (specify) \_\_\_\_\_
- 3. Brochures/Marketing Materials/Advertisement required for:
  - Mail/Telephone Order (exceeds percentage requirement)
  - Business to Business (exceeds percentage requirement)
- 4. Internet (Required):
  - Web Page Attached – OR –
  - List Web Site Address: \_\_\_\_\_
- 5. Other:  \_\_\_\_\_

**MAIL/TELEPHONE ORDER / BUSINESS TO BUSINESS INFORMATION**

FDBCSSC809

**(All Questions Must Be Answered)**

- 1. What % of total sales represent business to business (vs. business to consumer)?
  - Business to Business \_\_\_\_\_% + Business to Consumer \_\_\_\_\_% = **100%** (total sales)
- 2. What % of bankcard sales represent business to business (vs. business to consumer)?
  - Business to Business \_\_\_\_\_% + Business to Consumer \_\_\_\_\_% = **100%** (bankcard sales)
- 3. Time frame from transaction to delivery:
  - % of orders delivered in: 0-7 days \_\_\_\_\_% + 8-14 days \_\_\_\_\_% + 15-30 days \_\_\_\_\_% + over 30 days \_\_\_\_\_% = **100%**
- 4. MC/Visa sales are deposited (check one):  Date of order  Date of delivery  Other (specify): \_\_\_\_\_
- 5. Who performs product/service fulfillment? Direct \_\_\_\_\_? Vendor \_\_\_\_\_? If Vendor, add name, address, phone.  Other (specify): \_\_\_\_\_

Describe how the transaction works, from order taking to merchant fulfillment (attach add'l. sheet, if necessary): \_\_\_\_\_

- 6. Does any of your cardholder billing involve automatic renewals or recurring transactions (i.e., cardholder authorizes initial sale only)?  Yes  No

Comments: \_\_\_\_\_