

## MAIL, TELEPHONE ORDER, & INTERNET MERCHANT ADDENDUM

**UNDERWRITING & MARKETING REVIEW:** (Please answer the following questions as accurately as possible)

How are your products/services promoted?  Direct Mail  Radio/Television  Print Advertising  Telemarketing  
 (check all that apply)  Internet (what is your URL) www. \_\_\_\_\_

NOTE: Print advertising materials must be submitted to appsprocessing@signapay.com)

Preferred 23 character (or less) DBA identifier (appears on customers' billing statement)

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List name(s) and address(es) of vendor from which the product or service is purchased:

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List 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:

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List geographical area(s) where your product will be marketed and sold: \_\_\_\_\_

List carrier services that will deliver product: \_\_\_\_\_

What is your return or refund policy: \_\_\_\_\_

How does the customer order your product/service?  mail  telephone  Internet

When you receive an authorization, how long before merchandise is shipped: \_\_\_\_\_

Do you perform recurring monthly billing?  Yes  No If Yes,  Monthly  Quarterly  Bi-annual  Annual

Is your database collecting entire credit card numbers?  Yes  No If Yes, are you PCI compliant?  Yes  No

**IMPORTANT NOTICE TO INTERNET MERCHANTS:**

Visa and MasterCard have set a minimum standard requirement for accepting credit cards on the Internet. In order to avoid a significant delay in the settlement of your funds, please ensure that your website has the following seven (7) items completed prior to the commencement of your credit card processing:

1. Refund / Cancellation Policy
2. Privacy Policy
3. Terms & Conditions listed
4. Products & the Corresponding Pricing listed
5. 128-bit SSL page(s) where personal and credit card information is obtained (usually provided by shopping cart or gateway)
6. Telephone Customer Service contact number
7. Shipping & Handling method and shipping delivery time after the sale

**URGENT:** You must contact your sales representative immediately upon completing the above 7 internet processing requirements.

This amendment is made by and between Wells Fargo Bank, N.A. ('Bank'), and the undersigned "MERCHANT" and subject to the approval of BANK.

WHEREAS: Bank is engaged in the general banking business including the purchase of Credit Card Transactions from merchants and provide certain services related to the processing of Credit Card Transactions to MERCHANT; and

WHEREAS: MERCHANT desires to honor at this business location(s) Card Numbers presented in connection with the Mail Order/ Telephone Order sale of product/services to customers; and

WHEREAS: BANK and MERCHANT has entered into Wells Fargo Bank, N.A., Ca / VISA/MasterCard Processing Agreement ('Agreement').

NOW THEREFORE, in consideration of the representations, covenants, and promises made herein, the parties hereto agree to amend Agreement as follows:

1. MERCHANT agrees to use and retain proof of a traceable delivery system as means of shipment of product to customer.
2. MERCHANT agrees that transactions will not be processed until products are shipped to Cardholder.
3. MERCHANT agrees to a charge of \$0.05 per AVS transaction(s) when applicable.
4. Agreement may be immediately terminated by BANK if MERCHANT fails to comply with any of the terms of this agreement.

AGREED & ACCEPTED BY:

DATE: \_\_\_\_\_

OWNER / OFFICER

Authorized Wells Fargo N.A. Agent

Print Name

Print Name