



Merchant

Card Not Present Accounts Form

Mail Order / Telephone Order [MOTO] / Internet Transactions
Addendum To Merchant Bankcard Application

(This form must be completed by all merchants processing > 40% of keyed transactions)

Business Name(s)

Legal Name:	Doing Business As:
Customer Service Phone Number: area code ()	
Note: This phone number will be printed on your customer's credit card statement.	

Mail Order / Telephone Order Activities

1) Describe your product(s) and/or service(s): _____

2) Do you use a Fulfillment Center to handle your MOTO by: (check any or all that apply)

- Order taking
- Credit card processing
- Inventory warehousing
- Shipping of product(s)?

If yes, please complete the following:

Fulfillment Center Name: _____

Address: _____

City, State, Zip: Phone: Fax: _____

Please describe your fulfillment procedures:

3) Who supplies your product(s) or service(s)? _____

4) Do you stock inventory at your place of business? _____ If no, where? _____

5) How do you solicit or advertise your product(s) and/or services? (check any or all that apply)

___ Yellow Pages ___ Direct Mail ___ Newspaper ___ Magazine ___ Television ___ Radio ___ Catalog ___ Telemarketing ___ Referral

___ Other (please explain) _____

6) How long after you receive the order does it take to ship your product(s)? _____

7) Describe your return policy: _____
