

# DITTO® Scheduled Order

DITTO Order Name
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Please check one:  Create new scheduled order  
(complete sections A through C)

Confirm scheduled order entered online  
(complete sections A and B only)

**IBO INSTRUCTIONS:**

- After creating a scheduled order online for another personally sponsored IBO or customer with their written permission, the customer/ cardholder must complete sections A and B and return this form via fax or mail within 30 days.
- Be sure to indicate the scheduled order number above for any orders previously entered online.

**A. REGISTERED CUSTOMER INFORMATION**

ORDERING NUMBER	ORDERING NAME	DAYTIME TELEPHONE NUMBER (in case of questions about your order) ( )
VOLUME IBO NAME (optional)		VOLUME IBO NUMBER (optional)

**SHIP TO/DELIVERY ADDRESS**

NAME		Check here <input type="checkbox"/> if we should change your address in our files.
STREET ADDRESS (PLEASE NO P.O. BOX)		
CITY	STATE	ZIP CODE
E-MAIL ADDRESS		

**B. PAYMENT AUTHORIZATION AND AGREEMENT**

As the undersigned cardholder, I authorize and request Amway to automatically ship the items I select according to the delivery schedule that I determine. I agree that my signature will not be required for each subsequent shipment, and I hereby authorize Amway to charge my credit/debit card on a recurring basis for all charges without further notice or billing. I understand that Amway will provide a statement with each monthly shipping invoice showing the actual dollar amount charged to my credit/debit card. I understand also that item prices and availability are subject to change without notice, and I agree to accept any price increase and/or any product substitution with a substantially similar new item formulation, where in either case the new price is not more than 10% above the price of the originally selected item. I further agree that my DITTO scheduled order will remain in effect until I communicate to Amway my intent to cancel, but that Amway reserves the right to cancel my order at any time. I understand that if I am a registered Amway IBO and fail to annually renew with Amway, then my order will be inactivated pending communication of my intent to continue.

Order Management Settings (consent by initialing below, as appropriate)

- I consent that for my convenience, my sponsoring IBO may access and view my scheduled order details at www.amway.com, and process any order changes for me at my request. \_\_\_\_\_ (initials)
- I consent that for quality assurance and training purposes, my sponsoring IBO's Platinum leader may also access and view my scheduled order details at www.amway.com, and process any changes for me at my request. \_\_\_\_\_ (initials)

I understand that my consent(s) above grant only the ability to view and change the item selections and delivery instructions related to this scheduled order, and that it does not grant access to view or change my credit/debit card payment information or otherwise affect my privacy settings on www.amway.com. I am aware that I may change my management settings or my privacy settings at any time online at www.amway.com or by contacting Customer Service at 800-253-6500.

<input type="checkbox"/> Discover® Network	<input type="checkbox"/> MasterCard®	<input type="checkbox"/> Visa®	<input type="checkbox"/> American Express®	<input type="checkbox"/> Diner's Club®	CREDIT/DEBIT CARD NUMBER
(PLEASE PRINT) CARDHOLDER'S NAME				CARDHOLDER'S SIGNATURE	CARD EXPIRATION DATE

**BUYER'S RIGHT TO CANCEL**  
Customers may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the Notice of Cancellation Form on the reverse side for an explanation of this right.

**C. ORDER DETAILS (leave blank if order was entered online)**

STOCK NO.	ITEM DESCRIPTION	PV	BV	ITEM PRICE † (see your IBO)	Monthly Quantity																	
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec						

Please process my order and charge my credit/debit card on the \_\_\_\_\_ (date) or 1st, 2nd, 3rd, 4th (circle one) week on \_\_\_\_\_ (day) of each selected month.

**ORDER SUMMARY**

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
<b>MERCHANDISE SUBTOTAL</b>												
<b>VALUE BASED DELIVERY CHARGES*</b>												
<b>SALES TAX**</b>												
<b>TOTAL</b>												
<b>PV</b>												
<b>BV</b>												

† Each IBO is entitled to determine independently the prices at which they sell products to customers and other IBOs. \* See Value-Based Delivery Charges on page 2. \*\*Sales tax will be applied to delivery charges according to state and local sales tax laws.

\$5.95 processing fee, per invoice, will apply to returns that are not damaged, defective, or not as ordered.

**UPON COMPLETION:** MAIL ORIGINAL COPY TO: Customer Service (58C-2A), Amway, 7575 Fulton St E, Ada, MI 49357-0001 Or FAX to 800-253-4673  
Do not include any other correspondence or orders. Customer retains one copy with notice of cancellation forms.

## NOTICE OF CANCELLATION

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

You may CANCEL this transaction without any penalty or obligation, within THREE BUSINESS DAYS from the above date.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within 10 BUSINESS DAYS following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under contract.

To cancel this transaction, mail or deliver a signed and dated copy of this Cancellation Notice or any other written notice, or send a telegram:

TO \_\_\_\_\_  
NAME OF SELLER

AT \_\_\_\_\_  
ADDRESS OF SELLER'S PLACE OF RESIDENCE

NOT LATER THAN MIDNIGHT OF \_\_\_\_\_, \_\_\_\_\_

I HEREBY CANCEL THIS TRANSACTION.

DATE: \_\_\_\_\_, \_\_\_\_\_  
BUYER'S SIGNATURE

### AMWAY DELIVERY

DELIVERY OPTIONS:	SHIPPING TIME OF MOST ITEMS:	VALUE BASED DELIVERY CHARGES (effective 09/04/2012)/OTHER INFORMATION	
<b>Standard Delivery</b>	3-8 business days from the order date	Order Total before Tax and Delivery Charges	Standard Delivery*
		\$0.01 to \$49.99	\$6.75
		\$50.00 to \$119.99	\$11.75
		\$120.00 to \$299.99	\$16.75
		\$300.00 to \$749.99	\$21.75
		\$750.00 or more	FREE
		<b>Delivery Outside the Contiguous U.S.** = Standard Delivery Charge + \$6.00; orders over \$750.00 = free standard delivery.</b>	
		• Delivery outside the contiguous U.S. includes delivery charges to Alaska, Hawaii, Puerto Rico, Guam, the U.S. Virgin Islands, and the Pacific Rim Islands and may require additional delivery time.	
<b>Ground Express</b>	2-5 business days	• Standard Delivery fee plus \$8.00; orders over \$750.00 = \$29.75	
		• Available only in the continental U.S.	
		• Not available for items shipped separately or by truck.	
<b>Additional Delivery Charge:</b>	• Prices for PERSONAL ACCENTS® jewelry, RIBBON Gift Collections and selected computer equipment already include delivery charges. • Deposit fees will be automatically added to the invoice total, but will not be included in the total value for purposes of calculating the value-based delivery charge.		
<b>Items Shipped Separately:</b>	• Check the product description of the item in question for delivery charges and delivery details. • For truck-shipped items, you may be asked to receive the merchandise at the rear of the truck, at which point the carrier's delivery obligation is complete. It may be necessary for you to assist or move merchandise from the back of the truck into your home or office. A request for inside delivery is an extra cost service payable by you. A daytime telephone number is required so the carrier can schedule your delivery appointment. The carrier's phone call to you is the best opportunity to confirm delivery arrangements and assistance (if any) required by you. • Frozen food items cannot be shipped to a P.O. box or rural route address. • Items shipped separately are billed at the time of ordering.		
<b>Sales Tax:</b>	• See Tax Information (www.amway.com > Business Center > Tax Information Tools) for state and local tax rates and information. • Sales tax will be applied to delivery charges according to state and local sales tax laws.		

## NOTICE OF CANCELLATION

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If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within 10 BUSINESS DAYS following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under contract.

To cancel this transaction, mail or deliver a signed and dated copy of this Cancellation Notice or any other written notice, or send a telegram:

TO \_\_\_\_\_  
NAME OF SELLER

AT \_\_\_\_\_  
ADDRESS OF SELLER'S PLACE OF RESIDENCE

NOT LATER THAN MIDNIGHT OF \_\_\_\_\_, \_\_\_\_\_

I HEREBY CANCEL THIS TRANSACTION.

DATE: \_\_\_\_\_, \_\_\_\_\_  
BUYER'S SIGNATURE

## NOTICE TO THE CONSUMER

**Adjusting Your Order.** The DITTO® scheduled order offers convenience and simplicity by automatically re-supplying products as you use them. If you find that you've ordered too much or too little product to meet your needs, simply adjust the monthly quantity or delivery schedule. Please contact your volume IBO listed on the order form for instructions about changing your order, or you may contact Customer Service at 800-253-6500.

**Beginning Shipment.** The first shipment of your order will occur, according to your delivery schedule, beginning with the month following the date you place your order.

### Satisfaction Guarantee.

We stand behind the quality of our products and guarantee your satisfaction. If for any reason you are not completely satisfied with your purchase, you may return it to receive an exchange or refund. (Exclusions apply; for complete details visit [amway.com](http://amway.com) and search for: satisfaction guarantee.) \$5.95 processing fee, per invoice, will apply to returns that are not damaged, defective, or not as ordered.

## NOTICE TO INDEPENDENT BUSINESS OWNERS

**Optional Participation.** Participation in the DITTO service is your option. The decision whether to purchase products for personal use through this program or to sign up customers for this service is entirely up to you. In deciding whether to participate in the DITTO service, it is your sole determination as to what is best for yourself and your Independent Business. Your sponsor or Platinum IBO cannot withhold or threaten to withhold the sale of products, training or other assistance they are obligated to provide under the IBO Rules of Conduct should you elect not to participate in the DITTO service.

**Customer Service.** As an Independent Business Owner you are responsible for providing your customers with the best service possible. This includes thoroughly explaining the DITTO scheduled order, including how to change or cancel an order, communicating price and product changes as appropriate, and processing order changes, cancellations and returns quickly and efficiently. Any credit/debit card information given to you by your customers must be kept confidential, and no charges shall be made unless expressly authorized by the credit/debit card holder.

**Pricing.** Each IBO may determine independently the prices at which they sell products. For your knowledge, when using Ditto, Suggested Retail Price will be used as the default setting. Amway will automatically adjust for any price changes as monthly orders are shipped. Should you choose to set pricing at other than Suggested Retail, do so by entering the dollar amount in the A Price I Determine box making certain that the price is not below that of IBO Cost. Note that this option will require you to make all price adjustments manually.

**Non-Exclusive.** By signing up customers for the DITTO scheduled order, you do not obtain an exclusive right to service those customers; rather, each customer remains free to do business with whomever they choose.

**Return Policy.** IBOs using the DITTO service to replenish their product inventory should carefully select their quantities and delivery schedule based on business needs. IBOs are not permitted to return product inventory to Amway unless they decide to resign their Independent Business pursuant to Rule 5.3.6 of the IBO Rules of Conduct. IBOs purchasing products for personal use may return them under Amway's Satisfaction Guarantee; however, Amway reserves the right in its sole discretion to restrict or deny returns if it believes an IBO is returning inventory.

**Profile Numbers.** When Amway processes a new DITTO scheduled order, a profile number will be assigned and sent to the customer on a postcard or via e-mail. A copy also will be sent to the volume IBO.

**Volume Reporting.** An ordering IBO will receive business volume (PV/BV) following the order. If the volume should be assigned to other than the ordering IBO, or if the order is placed by/for a customer, then the volume IBO must be designated on the order form. If a customer completes the order form, volume will automatically be assigned to the IBO who registered that customer.