



Retailer Questionnaire and Authorization Agreement

IMPORTANT:

Coupon Contact Information:		
First Name:	Last Name:	
Phone #:	Ext.:	
Fax #:		
E-mail:		



Please Return To:

American Coupon Services, LLC

315 N Ken Avenue Springfield, Missouri 65802 Phone 417-831-6667 • Fax 417-831-3907 4401 Meramec Bottom Road-Ste A St. Louis, MO 63129 Phone 314-481-2117 • Fax 314-481-7354

Standard Questionnaire

The purpose of this questionnaire is to provide coupon-issuing manufacturers with data on retailers who redeem coupons. All information submitted will be held strictly confidential. This coupon questionnaire must be completed and in file before payment can be issued for coupon submissions. A separate questionnaire must be prepared by each entity submitting coupons for redemption (i.e., individual store, division or company).

I General Data

A.			
Name of Company/Division/Store			
В.			
B. Headquarters Address City, State, Zip			
С			
Address City, State, Zip to which payment should be directed			
D			
Address (physical location) City, State, Zip			
E	Fax		
Telephone number	E-Mail		
F. Type of entity:	(attach list of addresses and telephone numbers for more than one store.)		
G. Entity/Entities for which coupons will be submitted:	H. Date Business Started		
☐ Single store			
☐ Total company Number of stores ☐ Division Number of stores	I. How did you obtain this business:		
— Division rumbor of stores	☐ Purchased ☐ Started New ☐ Merger		
J			
J. Company Trade Name or Store Name (if different from item A)			
K. Former Store Name (if applicable)			
L.			
Business Account Bank Name	Location (city, state)		
м.			
Tax identification or social security number			
N			
State of incorporation (if applicable)			
O. Wholesaler supplier(s) (if applicable)			
MAIN	SECONDARY		
NameNa	me		
AddressAd	dress		
TelephoneTe	lephone		
Your Customer NoYo	our Customer No		
P. Estimated Gross Annual Sales \$			
Q. Number of Employees Full-time	Part-time		

II Store Data

ii Otoro Du	tu							
A. Type of Store(s Food Store(s):	s) (check applicable category): Num	ber of stores	Average square for	selling oot per store	Average checkouts per store	Average weekly open hours	
Food Store(s).	Grocery							
	Convenience							
	Hardware							
	Tobacco/Alcohol							
Drug store(s):	Pharmacy Full Line							
	ruii Line							
Discount Store Department Store	re							
Liquor Store								
Hardware Store Restaurant								
Military Commis	sary							
Pet Food Dealer								
P. Product categori	ies stocked (check applicab	le categorie	es)					
☐ Baby	Foods	☐ Prepa	ared Foods			☐ Produce		
☐ Bakir	ng Mixes and Needs	☐ Soft □	Orinks			□ Delicatessen		
☐ Cano	dy and Gum	☐ Soups	S			☐ Fresh Bakery		
☐ Cere	als	☐ Sugar	Sugar and Syrup			☐ Cigarettes and	Tobacco	
☐ Coffe	ee, Tea and Cocoa	☐ House	ehold Suppli	es		☐ Liquor, excludir	ng beer and	
☐ Cond	diments	☐ Pape	r Products			wine		
☐ Crac	kers and Bread Products	☐ Pet F	oods and Pr	oducts		☐ Beer		
☐ Diet	Foods	☐ Soap	s and Deterg	gent		☐ Wine		
☐ Canr	ned Fish and Meat		h and Beaut			☐ Pharmacy		
 □ Canr	ned Fruits and Vegetables	Dairy		,	☐ Apparel			
☐ Snac	_	☐ Fresh				☐ Automotive Su	nnlies	
	d Dressings, Mayonnaise		Packaged Meat			☐ Hardware		
and (en Foods			☐ Other General Merchandise		
III Coupon Data (For total entity submitting coupons - store, company, division)								
A. Estimate of average dollar value of coupons redeemed in one week \$								
B. Frequency of su	bmission of coupons (che	ck one or in	sert numbe	er):				
□ Weekly □	□ Monthly □ Quarterly	□ Ever	ryWe	eks	□ Ran	dom		
C. Coupons are submitted through: American Coupon Services or American Coupon Services 315 N Ken Ave 4401 Meramec Bottom Road-Ste. A Springfield, MO 65802 St. Louis, MO 63129								
D. Are extra-value couponing practice used (i.e. doubling or tripling coupons?)								
□ Never [□ 0-15 weeks per year	□ 15-3	0 weeks pe	r year		over 30 weeks pei	r year	
I hereby certify that all information provided in this questionnaire is correct								
Signed				Title _				
Print Name				Date				



RETAIL SERVICE AUTHORIZATION AGREEMENT

Your signature on this agreement authorizes American Coupon Services, 315 N Ken Avenue Springfield, MO 65802 (ACS) to act as your agent in collecting monies due from manufacturers for cents-off coupons they issue and which are properly redeemed through your retail establishment.

This agreement is only valid if the name and address appearing on this agreement is a bonafide Retailer or the headquarters for a group of retail stores from which coupons come to ACS.

ACS shall perform the following services:

- 1. Examine all coupons you submit for appearance of acceptability for processing.
- 2. If acceptable, sort, count, and invoice your coupons to the distributing manufacturers who have authorized ACS to act as a redemption agent. (For coupons without stated face values, ACS may adjust claimed values.)
- 3. Pay you for the face value of coupons invoiced plus the appropriate allowance.
- 4. Deduct from these payments the ACS service fee plus or minus any adjustment or manufacturer chargebacks respective to prior submissions.
- 5. Provide insurance in accordance with the Service & Rate Schedule which the undersigned acknowledges has been received and reviewed.

In order to receive these services, you hereby agree to:

- 1. Submit only those coupons which have been redeemed in my store(s) in accordance with all terms specified by the issuing manufacturer or set forth in the Service & Rate Schedule.
- 2. Authorize endorsement by ACS of any checks from any manufacturer or their agent for coupons which have been forwarded to ACS for processing.
- 3. Allow ACS to withhold a security deposit. ACS reserves the right to increase or reduce said deposit as it believes reasonably appropriate to cover manufacturers' rejections or other charges. Deposits shall remain in effect until all accounts are settled in the event of termination of this agreement.
- 4. Allow ACS to deduct from coupon payments such items as dues or additional service provided, as mutually agreed upon, from member stores.
- 5. Promptly reimburse ACS for all outstanding balances including chargebacks, reasonable attorney's fees, court costs and collection fees necessary to obtain such reimbursement plus accrued interest at national prime rate plus two percent.
- 6. Agree to accept ACS chargeback detail as documentation of manufacturer chargeback or rejection in place of actual physical coupon(s).
- 7. The exercise of jurisdiction in the Commonwealth of Missouri for any disputes arising from this agreement, which shall be governed by Missouri law.

Signature	Title
Print Name	Date