



At a Glance

DMSI will:

- Store a 30-day supply of your gift cards
- Store a [negotiable] supply of merchandise
- Retrieve and process orders, Daily
- Meet all deadlines

Customer will:

- Provide DMSI with a direct-contact number for urgent communication purposes
- Collect all monies, via your merchant account, prior to sending the order to DMSI for processing
- Send orders to a DMSI email account, from your webserver
- Provide FedEx account info

Gift Cards / Merchandise

- All orders received by 2:00pm EST will be processed the same day
- Customer-provided Order Numbers of 4 digits
- Shipping options are:
 - ▶ USPS
 - ▶ Fedex (Next-, 2nd-, or 3rd-day) - Client should provide us with their 3rd party account number OR give us their account number.
- Receipts will include [Client] logo, Recipient's name/address, Buyer's name, Date, Customer ID, Order Number, Message from Buyer to Recipient, if applicable, Card Amount, Card Number, Merchandise Selections, and Shipping Option
- Comments from Buyer to Recipient will be limited to 245 characters
- Bi-Monthly (1-15, 16-31) Progress Report includes: Card/Merchandise Type, Order Number, Name of Buyer, Card Number, Card Amount, Merchandise Type, Quantity, Ship Date
- Data will be exported [to Client] monthly, if requested, and will include Last Name, First Name, Address, City, State, Zip, Phone, and Email Address; file is available in spreadsheet or text format
- Invoicing twice per month, i.e. 1-15, 16-31

Gift Card-specific

- Gift card values range in price from \$10 to \$500, in increments of \$5.00
- Gift card numbers are all 16 digits

Merchandise-specific

- Shipping option is:
 - ▶ Fedex (Flat shipping rate) - Client should provide us with their 3rd party account number OR give us their account number. Per-person fees, to the public, should reflect any costs that need to be recouped by the Client.

Contact us with your questions, or for a free Consultation!