

**Business Information:**

Business Legal Name:   
Legal Address:  City:   
State:  Zip:

Is your DBA information same as legal?

Yes  No

DBA Location Building Type:  Area Zoned:   
Square Footage:  Customer Service Phone Number:   
Customer Service Email:  Ownership Type:   
Website Url:   
Federal Tax ID/EIN:  Month/Year Started:   
Products/Services Sold:  Number Of Employees:

Total Gross Annual Sales (Cash, Check, C.C.'s):  Annual Credit Card Sales:   
Average Sales Transaction Amount:  Highest Transaction Amount:   
Percentage Of Business To Business Sales:  Percentage Of Business To Customer Sales:

**OWNER/OFFICER Information:**

Full Name:  Title:   
Ownership (%):  Phone:   
Email:   
D.O.B.  Social Security:   
Residence Address:

*\*Any person holding 25% or more ownership will need to provide their social security number and D.O.B*

"If you are a Card Not Present business such as ecommerce and/or take phone orders and enter card info manually, please go onto page 2 and complete."

**Phone Orders/Ecommerce Profile Questionnaire:**

What marketing method do you use to acquire customers?  
\_\_\_\_\_

Percentage of customer base: U.S. \_\_\_\_\_ %, International \_\_\_\_\_ %

Method of delivery: \_\_\_\_\_ Credit card sales are charged on: \_\_\_\_\_

If charged on date of order, how long before customer receives product? \_\_\_\_\_

Does your billing strategy involve automatic billing after a trial period? \_\_\_\_\_

Do you do recurring billing?  Yes  No If so, what frequency? \_\_\_\_\_

Do you require deposits?  Yes  No If yes: (a) % of sales required: \_\_\_\_\_

(B) Is final payment due before fulfillment?  Yes  No Number of days before: \_\_\_\_\_

Do you own the product/inventory?  Yes  No Is product stored at your location?  Yes  No

If no, where is it stored? \_\_\_\_\_

Who performs product/service fulfillment? \_\_\_\_\_

If vendor: (a) Do you have a signed fulfillment agreement?  Yes  No

(B) Name of vendor company: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please describe how transaction works from order taking to order fulfillment:**

\_\_\_\_\_