



Timeline	Rep Name:	Merchant:
	Set Up Information	
Signed:	Attached: Banking (no starter checks)	3 Mo. Processing Stmts Owner's Driver's License
	For New Businesses:	Business License or Utility Bill Other:
Received:	Tier 1:	Retail: Volume \$0-\$250,000/month, Average Ticket Less Than \$1,000
	Tier 2:	MOTO: Volume \$0-\$150,000, Average Ticket Less Than \$1,000
	Tier 3:	Retail: Volume \$250,000 or Greater/month, Average Ticket Less Than \$1,000
Illegible:	Required:	2 years business financials or 2 years tax returns
	Tier 4:	Retail: Volume \$0-\$250,000/month, Average Ticket Greater Than \$1,000
		MOTO/Internet: Volume \$0-\$150,000/month, Average Ticket Greater than \$1,000
Incomplete:	Required:	2 years business financials or 2 years tax returns
	Tier 5:	Retail: Volume \$250,000 or Greater/month, Average Ticket Greater Than \$1,000
		MOTO/Internet: Volume \$150,000 or Greater/month
Complete:		2 years audited business financials or 2 years tax returns
		6 months processing statements
		3 months bank statements
Pended:	Equipment Type:	Terminal POS/Gateway
	Install to be done by:	Rep Axia POS/Gateway Provider
	Starter kits supplies provided by (terminal only):	Rep Axia (ship or drop off)
Info Rcvd:	Equipment Payment:	ACH Lease - Terms: per month # of months
	Existing Amex #:	Debit Volume: Monthly Item Count:
Approve/Decline:	Referrer:	GP BP % Reseller: GP BP %
	Notes:	
File Built:		

Merchant Info Questionnaire**For Card Present Merchant:**

Does the merchant have Debit? Yes No Pin Pad Type? _____ JR's encrypted-S/N _____
Does the merchant do autoclose? Yes No Time: _____ Pin Pad Encryption RA Attached?
Does the merchant do gift cards? Yes No
Does the merchant have check guarantee? Yes No Info: _____
Does the merchant accept Amex? Yes No Please request new
Does the merchant accept Discover? Yes No If yes, Axia will request new
Are they using a POS? Yes No Contact info: _____

FOR RESTAURANT MERCHANT:

Does the merchant do Tips? Yes No
Does the merchant do Server #'s? Yes No

For MICROS Merchant:

What type of Micros system does the merchant have? IP Dial-Up
How will the additional per item fee be handled?
Included In Pricing (BILLED ON STATEMENT) Bill Merchant (AUTHORIZATION FORM ATTACHED) Bill Rep

For Axia Gateway Merchant:

What setup option? Option 1 (\$75 setup, \$10/month, \$0.05 per item) Option 2 (\$29.95 setup, \$15/month, \$0.05 per item)
What package? Silver Gold* (Please select: Customer Database or Fraud Package) Platinum*
*Additional \$5 monthly fee for Gold. Additional \$10 monthly fee for Platinum
ePay Charge Software Yes No (ePay Charge Software used for swiped transactions on USAePay)
How will the billing of gateway fees be handled?
Included In Pricing (BILLED ON STATEMENT) Bill Merchant (AUTHORIZATION FORM ATTACHED) Bill Rep

For MOTO/Internet Merchant:

Does the merchant accept Amex? Yes No Please request new
Does the merchant accept Discover? Yes No If yes, Axia will request new
Internet Merchants: Does the merchant store credit card numbers online? Yes No
If applicable, please fill in name of web developer & Gateway: _____
Company _____ Gateway _____
Contact _____ Phone _____ Email _____