	Rep Name: Chad Hughes	**Merchant:** Calvary Admin Services, Inc.

Timeline	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: 23:45	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 USA ePay

Contact _____ Phone _____ Email _____