

# Merchant Site Inspection



<b>MERCHANT SITE INSPECTION</b> <b>(TO BE COMPLETED BY AGENT)</b>	
<b>Merchant Name:</b>	<b>Inspection Address(Street, City, State)</b>
1. Is the Merchant's DBA name displayed at the facility (exterior signage) and does it match the application? If No, please explain: <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
2. Does the address match that of the Merchant's application? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
3. Type of Location: <input type="checkbox"/> Shopping Center/Retail Store <input type="checkbox"/> Warehouse <input type="checkbox"/> Office <input type="checkbox"/> Residence <input type="checkbox"/> Shows/Conventions <input type="checkbox"/> Other: _____	
4. Does Merchant <input type="checkbox"/> Own <input type="checkbox"/> Lease <input type="checkbox"/> Other: _____	
5. Is Merchant located within another merchant's facility? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes, name of the other merchant: _____	
6. Is the Merchant's telephone number and address verifiable? (i.e., Yellow Pages) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
7. Is the business currently operating? If No, what is the expected opening date: _____ <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
8. Does the Merchant have appropriate and sufficient equipment and inventory consistent with the type of business and projected sales volume and average ticket? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If No, please explain: _____	
9. Types of merchandise observed: _____	
10. Does the Merchant accept <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Internet Orders? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes to any, please attach Card Not Present Addendum What is the percentage of Card Not Present volume ? _____%	
11. Are there sales or service policies displayed or written, available to customers? (Examples, "All Sales Are Final or "Store Credit Only") If Yes, please describe: _____ <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Please refer to Operating Manual for proper Merchant disclosure requirements.	
I hereby certify the above information and recommend this Merchant application based on the site inspection completed on: _____	Premises inspection completed by: _____ Signature: _____ Title: _____
<b>ADDITIONAL INFORMATION</b>	
Please provide details of any additional information you wish to have considered as part of the Merchant's application (how do you know the Merchant, length of relationship, any other business relationships, etc.) _____          	
Please attach site photos reflecting exterior signage and interior photos reflecting inventory and/or merchandise (as applicable). For Merchants utilizing the Internet, please provide web site address: _____	