

Cover Letter for Merchant Account Statement Analysis Request

Please include the following information along with copies of two (2) recent Merchant Account Statements. (it is best if one statement represents a processing amount that is close to an average month)
Our specialists will perform a detailed savings analysis for you within a couple of days.

Name: _____ Title: _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

Business Name: _____

Address, City, State: _____

Industry Type: _____

Do you pay any annual fees for your current merchant account (y/n)? _____ If yes, how much?: \$ _____

How much (in dollars) do you process in an average month? (sum of last 12 consecutive months/12): \$ _____

How are payments received? _____ % swiped, _____ % keyed, _____ % MOTO, _____ % ecommerce/internet

What type of products do you sell? _____

What equipment is used for payment transactions? _____

Do you own or lease the equipment? _____ Will you need new equipment? _____

If you use a POS system (PC-based point-of-sale) what is the vendor name and software version? _____

How many locations do you have? _____

If you conduct internet business, which shopping cart software and payment gateway is used? _____

- Do you have any of these needs? EBT Gift Cards or Loyalty Cards Supermarket PayPass QPS
 PIN-Based Debit Wireless Terminal Micros Electronic Check Conversion Check Guarantee
 Authorize.Net Gateway PayPal PayFlow Gateway Virtual Terminal
 CareCredit (dental, health, veterinary needs financing) Farm Plan (agricultural needs financing)

Your information can be sent to us by several methods

- Fax toll-free to: 888-944-3323
- E-mail to: save@process-direct.com
- Call us, phone: 716-828-8978

- Mail to:
Process-Direct c/o
Business Services for Western New York, LLC
6633 Main St.
Buffalo, NY 14221

Details or our wholesale-direct difference can be found online at: www.process-direct.com

Thank you for the opportunity to serve you!