



Sales Procedures

Member ID Card



All members are provided a Value Card Alliance membership ID card. As the Seller you should request this card whenever completing a sale. If a card is not available make sure to notate the Buyer's name, company name and drivers license on the transaction slip.

VCA Transaction Slip

As the Seller you are required to have proof of sale and/or delivery if a transaction is ever disputed. We provide you with VCA Transaction slips for such proof. Each slip should include your company name, the date of the transaction, the Buyers company name, Buyers account number and Buyers signature. We also recommend notating a drivers license number.

Value Card ALLIANCE			
Seller _____			
Date _____			
Transaction # _____			
Buyer _____			
Buyer Account # _____			
For 24 hour a day automated authorization call toll free 866-334-1265 or go online to www.valuecardalliance.com			
Purchaser Signs Here _____			
<small>Cardholder acknowledges receipt of goods and or services in the amount of the total shown herein and agrees to perform the obligations set forth in the Value Card agreement.</small>			
SALES SLIP			Total
<small>White = Merchant</small>			<small>Yellow = Buyer</small>

Once you have received a Transaction number online, or by phone notate that number as well. The white copy is for you to maintain for your records while the yellow is for the Buyer. It is important to remember that if a Transaction Slip is not available or if you choose to use your own company paperwork that we still recommend taking the same information from the Buyer. **IT IS NOT REQUIRED TO SEND COMPLETED TRANSACTION SLIPS TO OUR OFFICE.** Once you receive a Transaction number funds are transferred immediately.

VCA Certificates

VCA Certificates are prepaid dollars good at any VCA Member. As the Seller you are guaranteed payment once you have deposited a certificate with your VCA office.* VCA Certificates are available in 10.00VCA and 100.00VCA forms. **SELLERS, MAKE SURE THAT THE EXPIRATION DATE IS VALID.** When depositing certificates make sure to fill in your name and account number before mailing. Also be sure to have the certificates turned into our office no later than 30 days after the expiration date or the certificate will not be honored.



Conditions For Use:

- This certificate is provided as a courtesy to clients of Value Card Alliance and may be redeemed through your local VCA Merchants office for face value in VCA Dollars.
- Buyer's signature required
- Valid serial # must appear on front
- No change will be given.

Expiration Date:

- Non returnable - Non refundable
- Not redeemable for cash
- Tax and gratuity must be paid in cash

Pay to the order of: _____ Date: _____

Instructions to seller to receive credit: Return signed scrip certificate with your account number in the space provided within 30 days of expiration to: Value Card Alliance - P.O. Box 12694 - Tucson, AZ 85710

CERTIFICATES BECOME VOID UPON EXPIRATION
Certificates with Altered Expiration Dates are Non-Redeemable

For Questions regarding how to accept a VCA sale or any other concerns contact your local VCA Broker

System Wide Contact Info:

888.425.5022 phone ~ 888.549.5554 fax

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