

Client Name: _____

Default Packing List Message (greeting/message to your customer): _____

Do you want LOMACS to email an invoice to your customer? Yes No

Hold new orders? Yes No

Orders for inactive parts... Reject Accept and hold

Backorder and Splitting Options

Orders for out of stock products... Reject Accept

Hold orders until all items available? Yes Split orders

Backorder shipping service...

Same as original order Specify default service: _____

When splitting orders... Split entire item Fill available portion now

Allow virtual-parts* to be partial filled? Yes No

*Virtual-parts are like kits. One part number represents two or more other parts as one unit.

Drop Ship Options

Do you want to use LOMACS to enter shipping/tracking data for drop shipped orders? Yes No

Drop ship notification email address: _____

Insurance/Customs Options

Automatically calculate insurance value based on... Retail price Wholesale cost

Insure shipments only if they exceed _____ USD.

Do you want to display the insured amount on the packing list? Yes No

Gift Wrap Options

I want my gift wrap packages wrapped as... Entire order together Item Piece

Do you want to carry over gift wrapping request to split orders? Yes No

My gift wrap fee to my customer (if using LOMACS to email invoices/track revenue) is _____ USD.

Credit Card Payment Options

Credit card validation: Hold if EITHER the address or zip does NOT match

Hold only if BOTH address and zip do NOT match

Accept if reserve clears

Hold Non-US Issuer card orders? Yes No

Allow AVS Unsupported? All Domestic International

AVS Hold minimum amount: _____ USD

Merchant bank ID number: _____ Store number: _____

Agent bank number: _____ Agent chain number: _____

Merchant Name: _____ Merchant City/St/Zip: _____

Cardholder service phone: _____ Category code: _____

Authorize back-hold-orders*? Yes No

*back-hold orders are orders that cannot ship at this time because one or more products are out of stock.

Do you want to process credit cards for non-webstore orders? Yes No

Hold orders where the CVV code does not match? Yes No

Hold orders where the CVV code is not provided? Yes No

Hold orders where a credit card was not provided? Yes No

Email/Report Options

Send Back-hold Orders Report email to: _____

Provide the email address for which shipment notification emails to your clients will show coming from: _____

Order number presented to your client in shipment notification email:

Your reference # LOMACS order #

I want a daily shipment report of all my shipments emailed to: _____

I want a daily receiving report for all inbound processing emailed to: _____

Email/Report Options contd.

Hold any orders destined to the following countries (add attachment if necessary): _____

I want a report of held orders due to country exceptions emailed to: _____

Do you want order data/revenue exported for QuickBooks file format (if yes, you will receive the export at every billing cycle)? Yes No

I want the QuickBooks export emailed to: _____