



Coupon Shipping Tips and Suggestions

The Standard Questionnaire

The questionnaire is essentially a written "snapshot" of your store, provided to the major couponing agents so that they can familiarize themselves with your couponing practices. It is important that you fill out the questionnaire completely and accurately, as incorrect or missing information can lead to unnecessary coupon denials. If you need assistance in completing the questionnaire, please contact our office.

If your store relocates or changes ownership, you will need to submit a new questionnaire. Any changes to your store's name or major renovations to the building may also require resubmission. Please contact our office in the event of any of these major changes.

The Manifest

The MRIS Coupon Shipping Manifest serves as a "cover page" for your coupon shipment, giving TK Manufacturing the information they need to process your coupons. Review the manifest provided in this packet, ensuring that the store name and address are correct. Please note your store number, located above your store name, and include this number in all your correspondence to RPR and MRIS.

When assigning the value of your shipment, you have the following options:

Detailed Value: Itemize the coupons by face value, using the grid provided.

Estimated Face Value: Your "Claimed Amount," per your POS system.

Total Coupon Weight: For large shipments, you may provide the weight of the coupons **before packaging**.

Please note your shipment method by checking the appropriate box, and provide your shipping confirmation number, if applicable. This information will aid us in tracking your coupons in the event of delayed processing. Note the date shipped in the blank provided, and sign the form. Drop your shipment in the mail, and we'll take it from there!

Additional Tips:

The manifest can be revised to suit your needs. For example, you may itemize your coupons by date redeemed rather than by face value. Please contact our office if you are interested in a specialized manifest.

If your shipment requires two pages of manifest to complete, mark the pages "1 of 2" and "2 of 2," and total page 2 only. Do not separate into two separate shipments, as this distorts your coupon submission and will most likely result in an "Abnormal Coupon Mix."

It is best to create a consistent history of coupon submission. You may choose a weekly, bi-weekly, or monthly basis, depending on your store's coupon volume. This prevents various non-payment issues, and is especially important in preventing denials of expired coupons. Each manufacturer sets its own grace period on the honoring of expired coupons, and this may range anywhere from 30 days to 6 months. The sooner you submit expired coupons, the less likely they are to be rejected.

Contact RPR with any questions, concerns, or problems:

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