



# COUPON REIMBURSEMENT FORM

Trade Management Services  
155 Pfingsten Road, Suite 200  
Deerfield, Illinois 60015  
(800) 833-7096

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## Invoice Procedures

A completed invoice **must** accompany each coupon shipment. To efficiently process all coupon shipments, invoices should contain the following information.

- Store Name
- Store Physical Address
- Mailing Address (if different than physical address)
- NCH Retailer Account Number \*\*NCH generates the account # for 1st time submitters
- Invoice Number
- Invoice Date
- Claimed Dollar Amount (including Face Value, Handling and Shipping)

The claimed dollar amount is calculated as follows:

1. Itemize the number of coupons by face value. Enter numbers under the appropriate column heading “# of coupons” and “face value”.
2. Multiply *number of coupons* times *face value* to equate *extended value*.
3. Total *extended value* column to arrive at a *sub-total extended value*.
4. Sum *number of coupons* to arrive at *total coupon count*.
5. Multiply *total coupon count* by handling rate, enter *total handling*.
6. Enter *shipping*.
7. Sum *total face value* + *total handling* + *shipping* and enter *grand total*.



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## Sample Invoice

### Physical Address

|                  |                |
|------------------|----------------|
| Name:            | NCH Account #: |
| Address:         |                |
| City, State Zip: |                |
|                  |                |
| Invoice #:       | Invoice Date:  |

### Mailing Address

|                  |
|------------------|
| Name:            |
| Address:         |
| City, State Zip: |

| <u># of Coupons</u> | X | <u>Face Value</u>                               | = | <u>Extended Value</u> |
|---------------------|---|---|---|-----------------------|
| _____               |   | _____   |   | _____                 |
| _____               |   | _____   |   | _____                 |
| _____               |   | _____   |   | _____                 |
| _____               |   | _____   |   | _____                 |
| _____               |   | _____   |   | _____                 |
|                     |   | Subtotal Extended Value                         |   | \$ _____              |
|                     |   | Total Coupon Count                              |   | _____                 |
|                     |   | Total Handling<br><i>(Total Coupons x Rate)</i> |   | \$ _____              |
|                     |   | Shipping  |   | \$ _____              |
|                     |   | <b>Grand Total</b>                              |   | <b>\$ _____</b>       |