



155 Pfingsten Road  
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1. Sort the coupons by manufacturer. A manufacturer is determined by product or redemption post office box number shown on the coupon.
2. Prepare an invoice for each manufacturer. An invoice should accompany each coupon submission, and the invoice should contain the following information:
  - Store Name
  - Store Address
  - NCH Retailer Account Number
  - Invoice Number
  - Invoice Date
  - Claimed Dollar Amount
3. Mail the invoice and coupons to the designated manufacturer. Use only the most recently issued coupon to determine the correct redemption address.
4. Keep a copy of your invoices for record keeping purposes.
5. Place coupons in an envelope or box and seal securely.



## 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 Address
- NCH Retailer Account Number
- Invoice Number
- Invoice Date
- Claimed Dollar Amount

The claimed dollar amount is calculated by:

- 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 8¢ handling fee, enter *handling allowance*.
- 6) Enter *postage expense*.
- 7) Sum *total face value* + *handling allowance* + *postage expense* and enter *grand total*.



## SAMPLE INVOICE

Name:	Account #:
Address:	
City/State/Zip	
Invoice #:	Invoice Date:

<u># of Coupons</u>	X	<u>Face Value</u>	=	<u>Extended Value</u>
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____
_____		_____		_____

Sub-total extended value \$ \_\_\_\_\_

Total coupon count \_\_\_\_\_

Handling allowance  
(# of coupons X 8¢) \_\_\_\_\_

Postage expense \_\_\_\_\_

**Grand total** \$ \_\_\_\_\_