

# CARD-LINKING FORM



To setup card linking please fill out the worksheet below and send the information to KickBack Member Services by fax at 208-735-2195 or e-mail [memberservices@kickbackpoints.com](mailto:memberservices@kickbackpoints.com). You will receive a follow-up e-mail notifying you once your cards have been linked.

**\*IMPORTANT NOTICE\*** Please make sure that all cards listed below are registered. This way if a card is lost we can easily transfer points lost card to a new card to prevent loss of points or information. You can register your card(s) online at the [kickbackpoints.com](http://kickbackpoints.com) or by calling the KickBack Points customer support center toll free at 888-339-7064.

<b>Group Name</b>		<b>KICKBACK PARENT card number</b>	
<b>Name of Parent Cardholder</b>		<b>Title</b>	<b>Time Zone</b>
<b>Email</b>		<b>Phone</b>	<b>Fax</b>
<b>Physical Address</b>			
<b>Mailing Address</b>			
<b>Please list the name and KickBack card numbers for each child card that you wish to link to your Parent card.</b>			
1.	<b>NAME</b>	<b>CARD NUMBER</b>	
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
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18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
<b>This area is for office use only</b>			
<b>Date linked:</b>		<b>Completed by:</b>	
		<b>Requested by:</b>	



# CREATIVE REQUEST FORM

Fill out and email form to [marketing@kickbackpoints.com](mailto:marketing@kickbackpoints.com) or fax to 208-933-2063 Attn: Marketing. You can also email [marketing@kickbackpoints.com](mailto:marketing@kickbackpoints.com) for an electronic version to fill out.



## CREATIVE REQUEST

Request Date:	Date Needed:

Prepared By: _____	Client: _____
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### Project Description

**PLEASE READ THROUGH THIS LIST AND PROVIDE AS MUCH, OF WHAT IS DESCRIBED, AS POSSIBLE.**

- What is needed? (Signs, cards, brochures, custom products)
- If your request is for an established client, please just briefly describe the product/graphic wanted; their design will be based on their current branding.
- If your request is for a new client, please provide as much information as possible about the client's brand. Adjectives are your new best friend. Also, please provide a logo, the POS system they use and, if possible, a website to better acquaint ourselves with the company and their brand.
- If there is artwork that you need to attach to this project, please email it to [marketing@kickbackpoints.com](mailto:marketing@kickbackpoints.com). Preferred file formats are ai, pdf and psd. Acceptable file formats include: jpg, png, eps, ai, psd, indd, tiff and pdf.
- **CONTENT SHOULD BE PROVIDED:** The Creative Dept does not write programs or campaigns. We will, of course, advise but we do not make decisions about the message. That is the responsibility of the client and KB salesperson. If you need assistance with providing content, please contact Miranda at [marketing@kickbackpoints.com](mailto:marketing@kickbackpoints.com).

**NOTE: The turn-around time for receiving a first proof on any new or custom design can be up to 14 business days.**

*Graphic Design Rate is \$60/hour. Excessive proofing (beyond 3) may result in increased hourly charges. Turn-around time for each proof is 2 business days.*

### Proofing

<b>Proof 1</b>	Approved <input type="checkbox"/>	or Changes:	
<b>Proof 2</b>	Approved <input type="checkbox"/>	or Changes:	
<b>Proof 3</b>	Approved <input type="checkbox"/>	or Changes:	

*To be filled out by the Creative Department*

TOTAL NUMBER OF HOURS ON PROJECT: _____	TOTAL COST: _____
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### Final Approval

If the KB Design Team is producing this item, Final Approval must signed by both parties before production will begin.

Approved

KB Agent: \_\_\_\_\_ Client: \_\_\_\_\_

# EMAIL BLAST REQUEST FORM

Fill out and email form to [marketing@kickbackpoints.com](mailto:marketing@kickbackpoints.com) or fax to 208-933-2063 Attn: Marketing. You can also email [marketing@kickbackpoints.com](mailto:marketing@kickbackpoints.com) for an electronic version.



## EMAIL BLAST REQUEST

Request Date:	Date of Blast:

Prepared By: _____	Client/Company: _____
Client Contact: _____	Contact Phone: _____
Time (of day) of Blast: _____	Frequency: _____

(A charge per blast will apply.)

**Project Description**

PLEASE READ THROUGH THIS LIST AND PROVIDE AS MUCH, OF WHAT IS DESCRIBED, AS POSSIBLE.

- Describe the message to be delivered and/or the client's expectations.
- If there is artwork that you need to attach to this project, please email it to [marketing@kickbackpoints.com](mailto:marketing@kickbackpoints.com). Preferred file formats are ai, pdf and psd. Acceptable file formats include: jpg, png, eps, ai, psd, indd, tiff and pdf.
- CONTENT SHOULD BE PROVIDED: The Creative Dept does not write email blast messages. We will, of course, advise but we do not make decisions about the content. That is the responsibility of the client and KB salesperson. If you need assistance with providing content, please contact Miranda at [marketing@kickbackpoints.com](mailto:marketing@kickbackpoints.com). **NOTE: The turn-around time for receiving a first proof on any new or custom design is 7 business days.**

**List Provider**

If KickBack, Describe: \_\_\_\_\_

*If not KickBack, be sure you attach the list to this request form.*

*Cost per email is \$0.02. Graphic Design Rate is \$60/hour.  
Excessive proofing (beyond 3) may result in increased hourly charges. Turn-around time for each proof is 3 business*

**Proofing**

**Proof 1**  
Approved  or Changes: \_\_\_\_\_

**Proof 2**  
Approved  or Changes: \_\_\_\_\_

**Proof 3**  
Approved  or Changes: \_\_\_\_\_

*To be filled out by the Creative Department*

CREATIVE COST: _____	TOTAL NUMBER OF EMAILS: _____	TOTAL COST: \$ _____
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**Final Approval**


Final Approval must signed by both parties before the emails will be delivered.

Approved

KB Agent: \_\_\_\_\_ Client: \_\_\_\_\_

# TEXT BLAST REQUEST FORM

Fill out and email form to [marketing@kickbackpoints.com](mailto:marketing@kickbackpoints.com) or fax to 208-933-2063 Attn: Marketing. You can also email [marketing@kickbackpoints.com](mailto:marketing@kickbackpoints.com) for an electronic version.

		<h2 style="margin: 0;">TEXT BLAST REQUEST</h2>	Request Date:	Date of Blast:
Prepared By:		Client/Company:		
Client Contact:		Contact Phone:		
New Client:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ONE-TIME NEW CLIENT SET UP FEE OF \$10.00 FOR TEXTING BLASTS</b>		
Date(s) of Blast(s):	Time of Blast(s):	<i>(A charge per blast will apply.)</i>		
<b>TEXTS:</b>				
<p><b>Texting capabilities include but are not limited to:</b></p> <p style="margin-left: 40px;">Message + Subject can be up to a max of 160 characters. If a phone number appears in more than one group, <b>Send text message:</b> we will only send that contact your message once. We do not recommend using non-standard characters such as but not limited to ~ or { or }.</p> <p style="margin-left: 40px;">Keywords allow your customers to text your keyword to 313131 to join your list. They will also be added to the Group(s) you connect to that Keyword. For example, if your keyword were Joes, your customers would text the phrase Joes to 313131 to join your list.</p> <p style="margin-left: 40px;">Drip campaigns allow you to send a series of timed text messages to anyone who joins a Group that is connected to that campaign. While you don't need a Keyword for a Drip Campaign, most people connect a Drip Campaign to a Group, which you can join via a Keyword!</p>				
<b>Project Description</b>				
<p style="text-align: center;"><i>160 Character Maximum</i></p> <p>Type out Text Message here:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>				
<b>List Provider</b>				
Please select your list size.		Keyword to include:		
<input type="checkbox"/> 1-5,000 Contacts		\$ 0.02 per text		
<input type="checkbox"/> 5,001- 15,000		\$ 0.02 per text		
<input type="checkbox"/> 15,001- 100,000		\$ 0.02 per text		
<input type="checkbox"/> Opt-Out Option				
<input type="checkbox"/> Reports & Stats				
<b>List Provider</b>				
If KickBack, Describe:				
If not KickBack, be sure you attach the list to this request form.				
Excessive proofing (beyond 3) may result in increased hourly charges. Turn-around time for each proof is 3 business days.				
<b>Proofing</b>				
<b>Proof</b>				
Approved <input type="checkbox"/>		or Changes:		
To be filled out by the Creative Department				
TOTAL NUMBER OF HOURS ON PROJECT: _____			TOTAL COST: _____	
<b>Final Approval</b>				
Final Approval must signed by both parties before the emails will be delivered.				
Approved <input type="checkbox"/>		Client: _____		
KB Agent: _____				

# MOBILE COUPON REQUEST FORM

Fill out and email form to [marketing@kickbackpoints.com](mailto:marketing@kickbackpoints.com) or fax to 208-933-2063 Attn: Marketing. You can also email [marketing@kickbackpoints.com](mailto:marketing@kickbackpoints.com) for an electronic version.



## MOBILE COUPON REQUEST

Request Date:	Date of Blast:

Prepared By: _____		Client/Company: _____	
Client Contact: _____		Contact Phone: _____	
New Client:	<input type="checkbox"/> Yes	<b>ONE-TIME NEW CLIENT SET UP FEE OF \$10.00 FOR TEXTING BLASTS</b>	
	<input type="checkbox"/> No		
Time (of day) of Blast: _____		Frequency: _____	
<b>Texting capabilities include but are not limited to:</b>			
<b>Send text message:</b>		Message + Subject can be up to a max of 160 characters. If a phone number appears in more than one group, we will only send that contact your message once. We do not recommend using non-standard characters such as but not limited to ~ or { or }.	
<b>Enter Keyword:</b>		Keywords allow your customers to text your keyword to 313131 to join your list. They will also be added to the Group(s) you connect to that Keyword. For example, if your keyword were Joes, your customers would text the phrase Joes to 313131 to join your list.	
<b>Drip Campaigns:</b>		Drip campaigns allow you to send a series of timed text messages to anyone who joins a Group that is connected to that campaign. While you don't need a Keyword for a Drip Campaign, most people connect a Drip Campaign to a Group, which you can join via a Keyword!	

Project Description	
<p style="text-align: center;"><i>160 Character Maximum</i></p> <p>Type out Text Message here:</p>	

List Provider							
<p><i>Please select your list size.</i></p>	<p style="text-align: center;"><b>Keyword to include:</b></p> <table border="1" style="width: 100%;"> <tr> <td><input type="checkbox"/> 1-5,000 Contacts</td> <td>\$ 0.02 per text</td> </tr> <tr> <td><input type="checkbox"/> 5,001- 15,000</td> <td>\$ 0.02 per text</td> </tr> <tr> <td><input type="checkbox"/> 15,001- 100,000</td> <td>\$ 0.02 per text</td> </tr> </table> <p><input type="checkbox"/> Opt-Out Option</p> <p><input type="checkbox"/> Reports &amp; Stats</p>	<input type="checkbox"/> 1-5,000 Contacts	\$ 0.02 per text	<input type="checkbox"/> 5,001- 15,000	\$ 0.02 per text	<input type="checkbox"/> 15,001- 100,000	\$ 0.02 per text
<input type="checkbox"/> 1-5,000 Contacts	\$ 0.02 per text						
<input type="checkbox"/> 5,001- 15,000	\$ 0.02 per text						
<input type="checkbox"/> 15,001- 100,000	\$ 0.02 per text						

List Provider	
<p><b>If KickBack, Describe:</b></p> <p><i>If not KickBack, be sure you attach the list to this request form.</i></p>	
<p><i>Excessive proofing (beyond 3) may result in increased hourly charges. Turn-around time for each proof is 3 business days.</i></p>	

Proofing	
<b>Proof</b>	
Approved <input type="checkbox"/>	or Changes: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

<i>To be filled out by the Creative Department</i>	
TOTAL NUMBER OF HOURS ON PROJECT: _____	TOTAL COST: _____

Final Approval	
<p>Final Approval must signed by both parties before the emails will be delivered.</p>	
Approved <input type="checkbox"/> KB Agent: _____	Client: _____