



SHIPPING YOUR COUPONS

Please make sure you affix the mailing label with your store's ACS number barcode to the outside of the package when shipping your coupons. This label is provided to you with your check. If additional labels are needed, please contact Customer Service Representative. When packaging your coupons, make sure your envelope or box is sealed well to ensure a safe arrival. This may include taping corners and/or over the normal seal of an envelope as coupons may slip out of these areas. Rest assured, if anything happens to any of your shipments, we will notify you immediately and action will be taken as discussed with your store.

DIGITAL COUPONS (PAPERLESS)

American Coupon Services has the infrastructure and relationship in place with NCH to be the redemption solution for your digital coupons. ACS will work with your third-party paperless provider to ensure that you receive payment for digital offers in the same timely manner as your paper coupons.

ACCEPTING INTERNET COUPONS

With internet coupons being on the rise in popularity, it is important to know the difference between a valid internet coupon and a counterfeit one. Please refer to the ACS Retailer Coupon Acceptance Policy as a reference for your store. If you have any questions about a specific internet coupon do not hesitate to call.

COUNTERFEIT COUPON NOTIFICATION

As a service to our member stores, we provide email notification of fraudulent/counterfeit coupons being circulated. These alerts contain specific information about manufacturer coupons that are counterfeit, which your store may not be compensated. If you are not currently receiving these notifications we need an **UP-TO-DATE EMAIL ADDRESS**. We keep your information in the strictest confidence and we will not release your information to any third parties. If you would like to receive these updates and have not provided an email address for your account, you may do so by notifying Cory Campbell by phone. You may remove or add your email address to the list at any time.

[If you have already provided us with an email it is added to the list automatically, if you do not wish to receive such emails, please notify us immediately and we will remove your email address from the list.]

ONLINE ACCESS TO COUPON SHIPMENT INFORMATION

You can now access all your coupon shipment information online through the ACS website www.americancouponservices.com and click on Member Area in the upper right hand corner. This website will let you know when a shipment has been received, when your next check will be mailed, along with the recap information and if you have any outstanding chargebacks. You can also print the blank shipment claim form and return labels. If you are interested in this feature ACS has to offer, please contact Joshua Clutter at 417-831-6662.

CHARGEBACK INFORMATION

When you receive your check you will also receive a recap sheet detailing your coupon shipment and showing the chargebacks on your account. To help you resolve these chargebacks, our Customer Service Representative, Cory Campbell is available for you to call Monday thru Friday 8:00am to 4:30pm cst.

AMERICAN COUPON SERVICES CONTACT INFORMATION

www.americancouponservices.com

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