

ONLINE AUCTION CERTIFICATE PROCESS

Thank you for participating in our online auction program. As part of the auction process you will be receiving certificate proof(s) for item(s) that are being put up for auction. Certificate proofs will be coming from Neofill, LLC a third party fulfillment company.

Please take a few minutes to read the information below. This sheet is meant to help explain the certificate creation and approval process.

- § Once item(s) have been added to the auction site, Neofill will send you a certificate approval form(s).
 - Please see the attached sample certificate form
- § Please review the form to ensure all information is correct
 - Merchant Name
 - o Retail Value of Item
 - o Merchant's Address
 - Merchant's Phone Number
 - o Auction Title
 - Certificate Restrictions/Expiration date (if applicable)
 - § It is important to note that each state has different certificate laws.

 If you are unsure of your state's law please reach out to your sales executive.
 - § If item is a hard, tangible item you may include text stating that the item must be picked up by a specified date rather than using an expiration date.
- § If your certificate proof is correct, please sign your name in the indicated area and return to Neofill, LLC by:

Faxing to: 330-230-9203Scanning to: ronr@neofill.com

§ If your certificate proof requires changes, please indicate the changes that need made and return to Neofill, LLC by:

Faxing to: 330-230-9203Scanning to: ronr@neofill.com

- § PLEASE NOTE: YOU WILL RECEIVE YOUR REVISED CERTIFICATE PROOF WITHIN 24 – 48HRS UPON RECEIPT.
- § Certificate forms should be returned to Neofill (1) one week prior to the start of the auction.
- § Once the certificate proof has been entered into Neofill's system, an automatic e-mail will be sent out to the e-mail address that is on file.



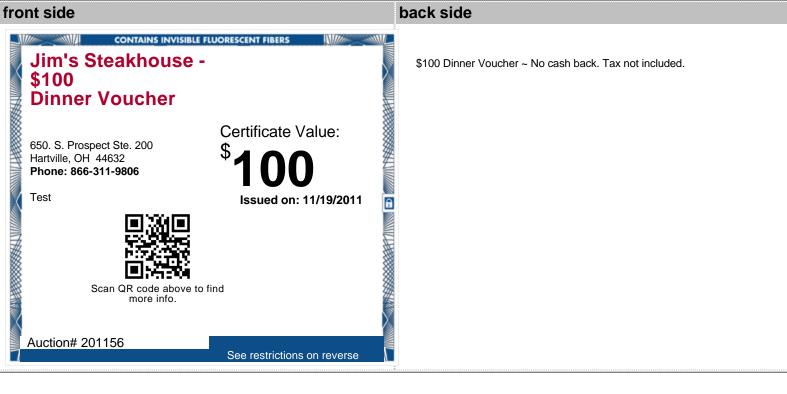
Please fax back to 330-230-9203.

☐ Verified (For NeoFill use only)

FAX BACK APPROVAL FORM

Jim's Steakhouse - \$100 Dinner Voucher Auction(s): 201156 GCC# 153882 v.1

Sell on: 11/19/2011



Please review the certificate above and	l fax back with	n appropriate information.
*NOTE: Please use the box below for the APPROVED SIGNATURE.	To: From:	NeoFill
SIGN HERE	Approval/Changes	 □ Everything is correct □ Resend proof for final approval** □ Ok to print with changes below
NeoFill, LLC is NOT responsible for certificate value or printing errors after a certificate is processed. PLEASE be sure all information is correct.	Changes/Commer	nts:
This form must be returned prior to sale date or your sale may not take place at the correct time. Actual voucher color may vary. Please be advised the actual certificate will include the auction ID.	(In addition to the a	ale): 1 # of orders 1 # of certificates above quantity) curned to Station/Publication unless stated here only be needed if changes are requested.