

Date: _____

Dear _____:

We would like to outline below the pertinent provisions of our proposal:

1. That _____ agrees to contract the RemitCard services of RC, Inc. for the organization and development of its RemitCard project for a period of three years from the date of this letter;
2. That _____ will issue a total minimum volume of 4,000 RemitCards in its name, in pre-agreed denominations as follows:

<i>CARD DENOMINATION</i>	<i>MINIMUM NUMBER PER DENOMINATION</i>
Php 300 up	2,000
Php 250 or 200	5,000
Php 150 or 100	10,000

3. That _____ will advance the costs of the printing and design of their customized RemitCard. This advance will be deducted from the fees to be paid to RemitCard on a per card sold basis. The one-time design fee for the customized RemitCard will be for the account of _____;
4. That the distribution of the cards will be a collaboration of _____ and RC, Inc., using both the _____ distribution channels and the RC, Inc. distribution network to be developed for this purpose;
5. That _____ will agree on a sharing of incidental distributors' fees, and outlet display charges such as poster space and counter space, if any;

6. That _____ and RC, Inc., will agree on a system of regular inventory, reconciliation, and invoicing based on the sales reports of the distribution outlets, electronically generated data from RC servers, and an intermittent physical inventory of cards consigned to the distribution outlets;
7. That RC, Inc. will arrange with its distribution network for _____ to be paid directly for cards sold, less the distribution fee, at pre-agreed regular intervals. All check payments will be made out directly to the organization.
8. That RemitCard will take responsibility for the collection of the organization's checks from each distributor, which may be picked up from the RemitCard office by the organization when ready;
9. That _____ agrees to pay RC, Inc. the following fee structure:

<i>Card Denomination</i>	<i>Distributor's Fee</i>	<i>Advance Payment per card</i>	<i>RC Services</i>	<i>Total Fee</i>
Php 300 up	Php 9.00	Php 9.00	Php 20.00	Php 38.00
Php 250 or 200	Php 9.00	Php 5.00	Php 20.00	Php 34.00
Php 150 or 100	Php 6.00	Php 4.00	Php 20.00	Php 30.00

The RC fees would include cost of the card, introductory posters and display racks, distribution outlet fees and RC fees. The fees will be collected as follows:

Upon signing of the MOA : Advance payment of the organization for printing of the card based on per card ordered.

On a per card sold basis: Distributor's fee to be deducted by the distributor upon payment to the organizations of donations;

RemitCard fee inclusive of rack usage, introductory posters, inventory maintenance and collection services, through separate billing to the organizations after collection of payment from distributors.

10. That _____ agrees to keep confidential all proprietary information or trade secrets disclosed by RC, Inc in the course of negotiations, and that should _____ decide at anytime within the three year time-frame to go into a similar product/service that it will only do it through RC, Inc, its successors or assigns.

11. That RemitCard agrees to keep confidential all transactions and data provided by _____ and its donors. The data bank of _____ donors compiled by card transactions would be kept secured and only made accessible to authorized _____ personnel via a secured web portal.

If you wish further clarification, please feel free to contact us. We hope you are amenable to the terms of this proposal. If so, please affix your signature below. This will serve as your exclusive mandate for us to pursue the development of your organization's customized RemitCard service.

Thank you and God bless!

Yours truly,

Cynthia B. Pasco
General Manager

Ching Camara
Director for Business
Development and Networking

CONFORME:

(Organization)

