

**FirstMerit Merchant Services
Supply Order Form**

To ensure the best possible service, please thoroughly review the instructions at the bottom before filling out this form. Use TAB to move from entry box to entry box.

1. Merchant Name	2. Merchant Number	3. Date	
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4. Order Information Type Of Equipment	Quantity		Sales Drafts	Quantity
	Ribbon	Rolls Of Paper		

INSTRUCTIONS FOR COMPLETING SUPPLY ORDER FORM

1. Click in box then type your company name. 2. Click in box then type the last 8 digits of your FirstMerit merchant number. 3. Click in box and type date. 4. Order information box. Under Type Of Equipment, click and scroll to the equipment for which you want to order supplies. Click to select then tab to quantity and enter the number of ribbon or paper rolls. Use same procedures to order sales drafts. Print completed forms and fax to 1-888-200-1664.