



14800 Charlson Road
 Eden Prairie, MN 55347
 P: (877) 767-2435
 F: (952) 934-3411
 www.tchek.com



ACCOUNT SETUP AND CARD ORDER FORM

Sales Rep:

COMPLETE ONE T-CARD® FORM FOR EACH ACCOUNT NEEDED

Company Name:	Company # (T-Chek will assign):				
Contact Name:	# of Fuel Cards:				
C.H. Robinson T# (If applicable):					
Carrier Type: (check all that apply)					
<input type="checkbox"/> Van	<input type="checkbox"/> Flatbed	<input type="checkbox"/> Reefer	<input type="checkbox"/> Tanker	<input type="checkbox"/> Broker	<input type="checkbox"/> Factoring
<input type="checkbox"/> Drayman	<input type="checkbox"/> LTL	<input type="checkbox"/> Other (list):			

A. FUEL SERVICE			Limits			
	YES	NO		YES	NO	* Daily and weekly diesel volume limits include: Diesel 1 + Diesel 2 + ULSD + Gas Daily Diesel Volume Limit*: Weekly Diesel Volume Limit*: Transaction Volume Limit: Reefer Volume Limit: DEF/Urea Daily Dollar Limit: \$
Self-Service	<input type="checkbox"/>	<input type="checkbox"/>	Diesel #1	<input type="checkbox"/>	<input type="checkbox"/>	
Mini-Service	<input type="checkbox"/>	<input type="checkbox"/>	Diesel #2	<input type="checkbox"/>	<input type="checkbox"/>	
Full-Service	<input type="checkbox"/>	<input type="checkbox"/>	ULSD	<input type="checkbox"/>	<input type="checkbox"/>	
			Gasoline	<input type="checkbox"/>	<input type="checkbox"/>	
			Reefer	<input type="checkbox"/>	<input type="checkbox"/>	
			DEF/Urea	<input type="checkbox"/>	<input type="checkbox"/>	
If weekly diesel gallon limits are selected, choose day weekly limits refresh: <input type="checkbox"/> Mo <input type="checkbox"/> Tu <input type="checkbox"/> We <input type="checkbox"/> Th <input type="checkbox"/> Fr <input type="checkbox"/> Sa <input type="checkbox"/> Su ✓ Tractor and reefer gallon limits are based on a 24-hour period for each card or unit. ✓ Daily maximum total purchase limit is \$1000 per card unless otherwise specified. ✓ Volume of Measure (gallons/liters) are dependent upon account currency (US/CAN)						

B. ADDITIONAL PRODUCTS (check ONE)									
<input type="checkbox"/> No additional products (Any product not authorized may be overridden with a Purchase Order)									
<input type="checkbox"/> Per transaction – each product allowed to the driver per transaction									
<input type="checkbox"/> Weekly refresh – each product allowed to the driver per week – Write in day of week: _____									
CODES:	1=\$10	2=\$25	3=\$50	4=\$75	5=\$100	6=\$125	7=\$150	8=\$175	9=\$200
O = Other = \$ _____									
C = Combined = \$ _____ (products can be combined under one dollar amount)									
PRODUCT	CODE	PRODUCT	CODE	PRODUCT	CODE	PRODUCT	CODE	PRODUCT	CODE
Minor Part		Additives		Wash		Clean Trailer		Scales	
Minor Repair		Permits		Room/Motel					
Tire Repair		Oil							
Tire Purchase		Change of Oil							
IdleAire®		Other							

C. CASH OPTIONS (check ONE)									
<input type="checkbox"/> No Cash (restricted, never allow cash)									
<input type="checkbox"/> Daily Cash – enter amount: \$ _____									
<input type="checkbox"/> Repeating Cash – enter amount: \$ _____									
Cash renews at 12:01 AM CST on specified day(s): <input type="checkbox"/> SU <input type="checkbox"/> MO <input type="checkbox"/> TU <input type="checkbox"/> WE <input type="checkbox"/> TH <input type="checkbox"/> FR <input type="checkbox"/> SA									
<input type="checkbox"/> Dash Cash Only – no set cash amount on card, cash authorized by company as needed									
If Daily Cash, Repeating Cash, or Dash Cash Only is selected, check Express from Cash on the Card to add that option to the account									
<input type="checkbox"/> Express From Cash on the Card (if selected, must check one box below)									
<input type="checkbox"/> Dash Cash			<input type="checkbox"/> Refreshing Cash			<input type="checkbox"/> Both			

D. PURCHASE REQUIREMENTS		YES	NO
Trip number is required on every purchase?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash advance with fuel purchase only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hub/Odometer is required on every purchase?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can the fuel cards be used at ATM locations?*(see application for fees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If ATM is yes, select how ATM fee is to be applied (check ONE box) <input type="checkbox"/> Driver – ATM fee is deducted from cash balance on the card <input type="checkbox"/> Company – ATM fee is added to transaction and billed to the company * If using ATM feature, an ATM addendum needs to be completed			

E. EQUIPMENT/DRIVER VALIDATION
 All items that require validation must be supplied by the drivers at the time of purchases.

Tractor/Unit (check ONE)

<input type="checkbox"/> Accept any tractor number as given and print on reports	
<input type="checkbox"/> Report the tractor number as assigned to the card	(Must Supply List)
<input type="checkbox"/> Validate tractor number as assigned to the card	(Must Supply List)
<input type="checkbox"/> Validate tractor in pool	(Must Supply List)

Trailer (check ONE)

<input type="checkbox"/> No validation required	
<input type="checkbox"/> Accept any trailer as given and print on report	
<input type="checkbox"/> Validate trailer on card, reefer purchases only	(Must Supply List)
<input type="checkbox"/> Validate trailer in pool, reefer purchases only	(Must Supply List)

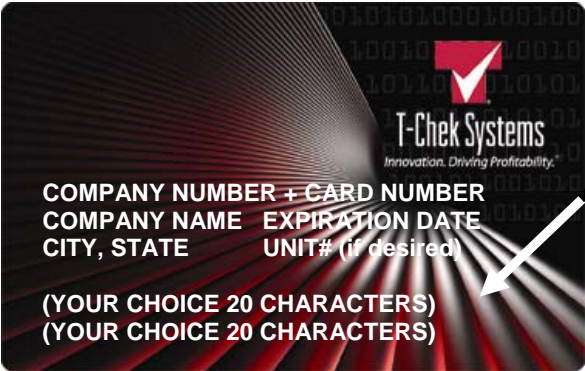
Driver (check ONE)

<input type="checkbox"/> No validation required	
<input type="checkbox"/> Report the driver's name as assigned to card	(Must Supply List)
<input type="checkbox"/> Accept any CDL or ID# as given by driver*	
<input type="checkbox"/> Validate CDL or ID# as given by driver*	(Must Supply List)
<input type="checkbox"/> Validate CDL or ID# only when cash is obtained*	(Must Supply List)
<input type="checkbox"/> Validate CDL or ID# within pool*	(Must Supply List)

* If one of these options is selected, check ONE: CDL ID#

F. FUEL CARD FORMAT

Indicate below if you wish to use the additional 2 lines available on card.

	20 CHARACTERS AVAILABLE PER LINE
	Line 1: _____
	Line 2: _____
Examples: SELF-SERVE FUEL ONLY PHOTO ID REQUIRED NETWORK STOPS ONLY COMPANY DRIVERS	

G. DEDICATED TRUCK STOP NETWORK
 YES – Must fill out attached truck stop form
 NO
H. LOW BALANCE E-MAIL NOTIFICATION

When your account reaches 80% of your credit limit or a predetermined dollar amount (if account is prepay), an e-mail notification can be sent notifying you that your account balance is getting low.

Note: If payment is made by T-Chek initiated EFT, e-mail notification is not available

Do you want to receive a low balance e-mail notification?

 YES, E-mail address: _____
 NO

If e-mail notification will be sent for a **prepay account**, enter dollar limit when to be notified: \$ _____

I. TRANSACTION DATA DELIVERY

All customers receive a Summary Invoice based on payment terms (i.e. daily, 3 times per week, weekly) regardless of which reporting option is selected.

Indicate which day(s) you would like to receive your file:

 Daily
 Business Days (Monday-Friday)
 Weekly (check day)
 Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat
Reporting options (check ONE – either T-Trans for Windows OR Internet Reports)
 T-TRANS FOR WINDOWS (T-Chek provides the software at no charge)

T-Trans is our off-line reporting system that contains approximately 30+ different fuel/management reports to assist in managing your fuel costs. All month end reports can be generated from T-Trans.

Minimum requirements to install T-Chek's T-Trans for Windows: Windows 3.1 or higher, 9600 or higher baud modem, 486 or above, 33 MHz or above, at least 8 MB of RAM, and laser or Deskjet printer.

 INTERNET REPORTS

- Transaction Detail Report (TDR) – Available as specified above.

Would you like to receive your reports without time and hub readings? YES NO

- Month End Report Options – Available via the Internet the first week of each month.

Select Reports (check TWO only – additional reports are available at \$25 each)

- Card Detail (detail for all transactions in card order – Report #ME1000)
- Unit Detail (detail for all transactions in unit order – Report #ME1001)
- Chain Summary (truck stop chain volume summary – Report #ME1002)
- Fuel/Tax Detail (detail by state and truck stop – Report #ME1003)
- Fuel/Tax Summary (detail by state – Report #ME1004)
- Fuel/Tax Summary (detail by unit – Report #ME1005)

J. INTERFACE TO INTERNAL SOFTWAREDo you wish to interface with internal software? YES (select one below) NO

<input type="checkbox"/> Argos, Inc. – Abecus	<input type="checkbox"/> TMS	<input type="checkbox"/> TDS–Transportation Data Services
<input type="checkbox"/> Dave Dunlavy’s	<input type="checkbox"/> TMW (Innovative)	<input type="checkbox"/> Transport Data Systems
<input type="checkbox"/> Tom McLeod Software	<input type="checkbox"/> Maddocks	<input type="checkbox"/> Prophecy
<input type="checkbox"/> T-Chek Standard Data Feed	<input type="checkbox"/> McCormick – Qualcomm	<input type="checkbox"/> System Support – C.O.L.T.S
<input type="checkbox"/> Other – List:		

K. OREGON WEIGHT RECEIPT/PERMITDoes your fleet have an Oregon Weight Receipt Number/Permit? YES NO**L. TEMPORARY PERMITS**

T-Chek’s Web-based temporary permit-ordering program gives carriers utilizing specialized equipment, hauling regulated freight, traveling specific routes, or entering different states fast and easy access to temporary permits.

Do you want the ability to order temporary permits on-line? YES NO (if yes, complete section below)

Permit Contact Name:	E-Mail Address:
Permit Fees: Trip/Fuel \$_____ plus cost of permit	Overweight/Oversize \$_____ plus cost of permit
Superload \$_____ plus cost of permit	Phone/Fax Fee \$_____ per phone/fax order

Estimated Monthly Permits Volume:

Payment Frequency (check ONE)

- Same as current terms
- 1X Week (check day): Sun Mon Tue Wed Thu Fri Sat

Permit Reporting Level (check ONE)

- Company Level Account Level

Permit Report Delivery (check ONE)

- E-Mail (sent to E-Mail address provided above)
- Fax Fax Number: () - Attention: _____

*All permits canceled by Customer will incur a minimum \$5 processing fee.***M. DRIVER SETTLEMENT OPTION ON T-CARD**

T-Chek’s T-Card allows you to take care of your drivers, no matter where they are, and gives them instant access to their paychecks with T-Chek’s Pay-Chek program.

Do you want to use the driver settlement program? YES NO (if yes, must complete Pay-Chek worksheet)**N. FACTORING SERVICE**

Whether you are looking to expand your business or want to increase cash flow, T-Chek can help make a factoring program work for you.

Are you interested in a factoring service? YES NO (if yes, a T-Chek Representative will contact you)



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COMPANY PIN / WEB ACCESS FORM

Company Name:		Company Number:	
Sub-Account Numbers:			
Main Contact Name:		E-Mail:	
Main Contact Signature:			Date:

USER #1

Name:	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete		
E-Mail:	Password (for Web Access):		
Desired 4-digit PIN:	Authorized Dollar Amount: \$		
Level of T-CARD changes this user can make: <input type="checkbox"/> Full Card Changes <input type="checkbox"/> Limited Card Changes* (see line below)			
* Limited Card Changes (check all that apply): <input type="checkbox"/> Change Status <input type="checkbox"/> Change Volume Limit on Card <input type="checkbox"/> Change Network Flag <input type="checkbox"/> Add/remove Cash and/or Dash Cash			
Other Internet Applications / Functions (check the boxes to permit changes)			
<input type="checkbox"/> Express Codes – Generate/Activate/Update/Change/Delete	<input type="checkbox"/> Temporary Permits		
<input type="checkbox"/> Express Codes – Reports	<input type="checkbox"/> Pay-Chek™		
<input type="checkbox"/> Company Balance	<input type="checkbox"/> Debit Dollars™		
<input type="checkbox"/> Data File Access/Download	<input type="checkbox"/> Merchant Relationship Management		
<input type="checkbox"/> Issue POs	<input type="checkbox"/> E-Payment		
MasterCard®			
<input type="checkbox"/> Full Card Changes	<input type="checkbox"/> Reports	<input type="checkbox"/> N/A	

USER #2

Name:	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete		
E-Mail:	Password (for Web Access):		
Desired 4-digit PIN:	Authorized Dollar Amount: \$		
Level of T-CARD changes this user can make: <input type="checkbox"/> Full Card Changes <input type="checkbox"/> Limited Card Changes* (see line below)			
* Limited Card Changes (check all that apply): <input type="checkbox"/> Change Status <input type="checkbox"/> Change Volume Limit on Card <input type="checkbox"/> Change Network Flag <input type="checkbox"/> Add/remove Cash and/or Dash Cash			
Other Internet Applications / Functions (check the boxes to permit changes)			
<input type="checkbox"/> Express Codes – Generate/Activate/Update/Change/Delete	<input type="checkbox"/> Temporary Permits		
<input type="checkbox"/> Express Codes – Reports	<input type="checkbox"/> Pay-Chek™		
<input type="checkbox"/> Company Balance	<input type="checkbox"/> Debit Dollars™		
<input type="checkbox"/> Data File Access/Download	<input type="checkbox"/> Merchant Relationship Management		
<input type="checkbox"/> Issue POs	<input type="checkbox"/> E-Payment		
MasterCard®			
<input type="checkbox"/> Full Card Changes	<input type="checkbox"/> Reports	<input type="checkbox"/> N/A	

T-Chek Use Only	Date and Time Received:	Initials:
	Date and Time Completed:	Initials:

USER #3

Name:	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete
E-Mail:	Password (for Web Access):
Desired 4-digit PIN:	Authorized Dollar Amount: \$
Level of T-CARD changes this user can make: <input type="checkbox"/> Full Card Changes <input type="checkbox"/> Limited Card Changes* (see line below)	
* Limited Card Changes (check all that apply): <input type="checkbox"/> Change Status <input type="checkbox"/> Change Volume Limit on Card <input type="checkbox"/> Change Network Flag <input type="checkbox"/> Add/remove Cash and/or Dash Cash	
Other Internet Applications / Functions (check the boxes to permit changes)	
<input type="checkbox"/> Express Codes – Generate/Activate/Update/Change/Delete <input type="checkbox"/> Express Codes – Reports <input type="checkbox"/> Company Balance <input type="checkbox"/> Data File Access/Download <input type="checkbox"/> Issue POs	<input type="checkbox"/> Temporary Permits <input type="checkbox"/> Pay-Chek™ <input type="checkbox"/> Debit Dollars™ <input type="checkbox"/> Merchant Relationship Management <input type="checkbox"/> E-Payment
MasterCard®	
<input type="checkbox"/> Full Card Changes	<input type="checkbox"/> Reports <input type="checkbox"/> N/A

USER #4

Name:	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete
E-Mail:	Password (for Web Access):
Desired 4-digit PIN:	Authorized Dollar Amount: \$
Level of T-CARD changes this user can make: <input type="checkbox"/> Full Card Changes <input type="checkbox"/> Limited Card Changes* (see line below)	
* Limited Card Changes (check all that apply): <input type="checkbox"/> Change Status <input type="checkbox"/> Change Volume Limit on Card <input type="checkbox"/> Change Network Flag <input type="checkbox"/> Add/remove Cash and/or Dash Cash	
Other Internet Applications / Functions (check the boxes to permit changes)	
<input type="checkbox"/> Express Codes – Generate/Activate/Update/Change/Delete <input type="checkbox"/> Express Codes – Reports <input type="checkbox"/> Company Balance <input type="checkbox"/> Data File Access/Download <input type="checkbox"/> Issue POs	<input type="checkbox"/> Temporary Permits <input type="checkbox"/> Pay-Chek™ <input type="checkbox"/> Debit Dollars™ <input type="checkbox"/> Merchant Relationship Management <input type="checkbox"/> E-Payment
MasterCard®	
<input type="checkbox"/> Full Card Changes	<input type="checkbox"/> Reports <input type="checkbox"/> N/A

USER #5

Name:	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete
E-Mail:	Password (for Web Access):
Desired 4-digit PIN:	Authorized Dollar Amount: \$
Level of T-CARD changes this user can make: <input type="checkbox"/> Full Card Changes <input type="checkbox"/> Limited Card Changes* (see line below)	
* Limited Card Changes (check all that apply): <input type="checkbox"/> Change Status <input type="checkbox"/> Change Volume Limit on Card <input type="checkbox"/> Change Network Flag <input type="checkbox"/> Add/remove Cash and/or Dash Cash	
Other Internet Applications / Functions (check the boxes to permit changes)	
<input type="checkbox"/> Express Codes – Generate/Activate/Update/Change/Delete <input type="checkbox"/> Express Codes – Reports <input type="checkbox"/> Company Balance <input type="checkbox"/> Data File Access/Download <input type="checkbox"/> Issue POs	<input type="checkbox"/> Temporary Permits <input type="checkbox"/> Pay-Chek™ <input type="checkbox"/> Debit Dollars™ <input type="checkbox"/> Merchant Relationship Management <input type="checkbox"/> E-Payment
MasterCard®	
<input type="checkbox"/> Full Card Changes	<input type="checkbox"/> Reports <input type="checkbox"/> N/A



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DESCRIPTION OF INTERNET FUNCTIONS

Full Card Changes and Limited Card Changes Explanation

Full access or Limited access to every card function can be requested on a per individual basis.

Full Card Changes – Allows instant updates to fuel card status (active/hold), driver's name, product and cash limits; leave messages for drivers; add/delete drivers/tractors/trailers from account(s); print last 20 transactions; etc.

Limited Card Change – Limited changes gives you the choice of four options to choose:

- | | |
|--------------------------------|-------------------------------------|
| 1) Change Status | 3) Add/Remove Cash and/or Dash Cash |
| 2) Change Volume Limit on Card | 4) Change Network Flag |

(If you choose limited changes, type the option(s) in the space provided on the User Boxes on the previous page)

Other Internet Applications/Functions

Express Codes – Issue express codes faster and immediately create a log record of each code generated. Allow access to view the records with enhanced reporting options. Activate express codes through the Internet.

Company Balance – View on-line current account balance, open items and payment history.

Data File Access/Download – Daily transaction data can be downloaded in a specific file format to integrate with your current software. Transaction Detail Reports, Month End Reports and T-Trans™ data can be downloaded rather than receiving paper reports.

Issue POs – POs allow drivers to make purchases outside of their daily card limits. Allow the ability to add POs to accounts, inquire about existing POs, and edit/delete them. **(Account must be set up for Purchase Orders prior to use.)**

E-Payment - allows users to make US currency payments and manage bank accounts on-line.

Merchant Relationship Management – Allows users to view existing truck stop/carrier relationships and request changes to those arrangements, as well as view the T-Chek T-Card® accepting sites and request that a site be added to the T-Chek network.

Temporary Permits – Makes ordering temporary permits for any state simple and efficient by accepting the request via the Internet.

Pay-Chek™ – Ability to upload Pay-Chek dollars to a card, pre-note bank account records, view, edit Pay-Chek records and manage driver settings.

Debit Dollars™ – Allows users to add Debit Dollar funds to a card, inquire on remaining Debit Dollar balances, pre-note debit cards for transfers from card to bank accounts and view Debit Dollar records.

MasterCard®

Full Card Changes – Allows instant updates to card status, card assigned fields, pool records, limits, overrides, recent transactions, card/pool reports, company balance information.

Reports – Allows access to Custom Fleet & Custom Expense reports.

e-Stop® Fuel Management Tool Kit – Internet fuel prices and management utilities with daily and historical retail and wholesale diesel fuel prices for more than 6,000 truck stops. Call 877-767-2435 x4639 or visit www.e-stop.com for more details!