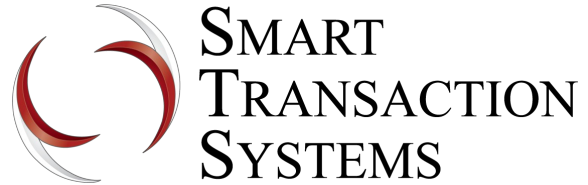


Database Conversion Steps & Agreement



We routinely convert gift card databases from other systems to our system. Following the steps below will ensure that the transition is seamless and hassle-free.

Step 1: Verify that your card digits are no fewer than 8 digits.

Short card numbers may not work in our system. Please confirm that your card numbers are 8 digits or longer.

Step 2: Verify that you can obtain current card balances in a file. Send sample file.

Please verify that it is possible to obtain electronic files from your current processor showing all active cards and their current balances, and **send us a sample file** so that STS can make sure it is formatted correctly. This would typically come from a web-based reporting system. A spreadsheet, text file or similar format is required. **We cannot accept PDFs, printed reports or faxes of the data. We cannot accept truncated card numbers**, so please make sure that your file contains the full gift card card number.

Step 3: Send us one of your cards for testing.

Please send one of your cards and your contact information to the address below so that we can verify that it is compatible.

Smart Transaction Systems
Attn: Ethan Stemm
2500 30th Street, STE 303
Boulder, CO 80301

Step 4: Choose your conversion date. Monday through Thursday only.

This is the cut-over date when you will stop running transactions through your old gift card processor and start running transactions through us. It is usually best to schedule the conversion to take place after your business closes. **You must confirm that your chosen conversion date is available** by emailing info@smartrtransactions.com. We will complete the conversion process and your sales representative will update your POS terminals. When you open for business the next day, all of your existing gift cards will be fully operational in our system. **We cannot do conversions on Friday, Saturday, or Sunday.**

Conversion Date: (Steps 1, 2, and 3 MUST be completed before choosing a conversion date.)

Step 5: Email us your card balances in a file.

When you have finished processing cards through your old gift card system, e-mail your card balance file (as described above) to info@smartrtransactions.com. Your sales representative will reprogram your POS terminals while we complete the conversion process. This process normally takes 2-3 hours.

Step 6: Conversion Complete! You are ready to start using your new system.

We will e-mail a report showing all cards with balances that were imported into our system. Please check this report against your final report from your old processor to ensure that both reports show the same total.

Step 7: Billing

A conversion fee of \$50 will be debited from your account on file within 10 days of the completion of the database conversion.

Agreement

I have read the seven steps above and understand that I am responsible for executing them properly and completely. I understand that if I run transactions on my old card processor's system after my conversion date, this will cause incorrect card a balances with possible financial repercussions.

Name: Signature: Date: