

# DITTO® Scheduled Order

DITTO Order Name
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Please check one:  Create new scheduled order  
(complete sections A through C)

Confirm scheduled order entered online  
(complete sections A and B only)

### IBO INSTRUCTIONS:

- After creating a scheduled order online for another personally sponsored IBO or customer with their written permission, the customer/ cardholder must complete sections A and B and return this form via fax or mail within 30 days.
- Be sure to indicate the scheduled order number above for any orders previously entered online.

A. REGISTERED CUSTOMER INFORMATION		
ORDERING NUMBER	ORDERING NAME	DAYTIME TELEPHONE NUMBER (in case of questions about your order) ( )
VOLUME IBO NAME (optional)	VOLUME IBO NUMBER (optional)	

SHIP TO/DELIVERY ADDRESS		
NAME		Check here <input type="checkbox"/> if we should change your address in our files.
STREET ADDRESS (PLEASE NO P.O. BOX)		
CITY	STATE	ZIP CODE
E-MAIL ADDRESS		

B. PAYMENT AUTHORIZATION AND AGREEMENT	
<p>As the undersigned cardholder, I authorize and request Amway to automatically ship the items I select according to the delivery schedule that I determine. I agree that my signature will not be required for each subsequent shipment, and I hereby authorize Amway to charge my credit/debit card on a recurring basis for all charges without further notice or billing. I understand that Amway will provide a statement with each monthly shipping invoice showing the actual dollar amount charged to my credit/debit card. I understand also that item prices and availability are subject to change without notice, and I agree to accept any price increase and/or any product substitution with a substantially similar new item formulation, where in either case the new price is not more than 10% above the price of the originally selected item. I further agree that my DITTO scheduled order will remain in effect until I communicate to Amway my intent to cancel, but that Amway reserves the right to cancel my order at any time. I understand that if I am a registered Amway IBO and fail to annually renew with Amway, then my order will be inactivated pending communication of my intent to continue.</p> <p><u>Order Management Settings (consent by initialing below, as appropriate)</u></p> <ul style="list-style-type: none"> <li>• I consent that for my convenience, my sponsoring IBO may access and view my scheduled order details at www.amway.com, and process any order changes for me at my request. _____ (initials)</li> <li>• I consent that for quality assurance and training purposes, my sponsoring IBO's Platinum leader may also access and view my scheduled order details at www.amway.com, and process any changes for me at my request. _____ (initials)</li> </ul> <p>I understand that my consent(s) above grant only the ability to view and change the item selections and delivery instructions related to this scheduled order, and that it does not grant access to view or change my credit/debit card payment information or otherwise affect my privacy settings on www.amway.com. I am aware that I may change my management settings or my privacy settings at any time online at www.amway.com or by contacting Customer Service at 800-253-6500.</p> <p> <input type="checkbox"/> Discover® Network                <input type="checkbox"/> MasterCard®                <input type="checkbox"/> Visa®                <input type="checkbox"/> American Express®                <input type="checkbox"/> Diner's Club®                _____ CREDIT/DEBIT CARD NUMBER         </p> <p>             _____ (PLEASE PRINT) CARDHOLDER'S NAME                _____ CARDHOLDER'S SIGNATURE                _____ - _____ CARD EXPIRATION DATE         </p>	

**BUYER'S RIGHT TO CANCEL**  
 Customers may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the Notice of Cancellation Form on the reverse side for an explanation of this right.

C. ORDER DETAILS (leave blank if order was entered online)																
STOCK NO.	ITEM DESCRIPTION	ITEM PRICE † (see your IBO)	Monthly Quantity													
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		

Please process my order and charge my credit/debit card on the \_\_\_\_\_ (date) or 1st, 2nd, 3rd, 4th (circle one) week on \_\_\_\_\_ (day) of each selected month.

ORDER SUMMARY												
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
MERCHANDISE SUBTOTAL												
DELIVERY CHARGES*												
SALES TAX**												
TOTAL												
PV												
BV												

† Each IBO is entitled to determine independently the prices at which they sell products to customers and other IBOs.      \* See Delivery Charges on page 2.  
 \*\*Sales tax will be applied to delivery charges according to state and local sales tax laws.

\$5.95 processing fee, per invoice, will apply to returns that are not damaged, defective, or not as ordered.

**UPON COMPLETION:**   
 • MAIL ORIGINAL COPY TO: Customer Service (58C-2A), Amway, 7575 Fulton St E, Ada, MI 49357-0001   
 • Do not include any other correspondence or orders.  
 • Or FAX to 800-253-4673   
 • Customer retains one copy with notice of cancellation forms.

## NOTICE OF CANCELLATION

Date: \_\_\_\_\_, \_\_\_\_\_

You may CANCEL this transaction without any penalty or obligation, within THREE BUSINESS DAYS from the above date.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within 10 BUSINESS DAYS following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under contract.

To cancel this transaction, mail or deliver a signed and dated copy of this Cancellation Notice or any other written notice, or send a telegram:

TO \_\_\_\_\_  
NAME OF SELLER

AT \_\_\_\_\_  
ADDRESS OF SELLER'S PLACE OF RESIDENCE

NOT LATER THAN MIDNIGHT OF \_\_\_\_\_, \_\_\_\_\_

I HEREBY CANCEL THIS TRANSACTION.

DATE: \_\_\_\_\_, \_\_\_\_\_  
BUYER'S SIGNATURE

## DELIVERY OPTIONS & CHARGES

DELIVERY OPTIONS & CHARGES (EFFECTIVE 05/01/2018)				
Ground	Expedited	Premium	Offshore	Pick Up
\$7	\$10	\$24	\$16	\$13

**Ground** – Delivery within 4-7 business days. Available within the contiguous 48 U.S. States.

**Expedited** – Delivery within 2-5 business days unless otherwise specified. Available within the contiguous 48 U.S. States.

**Premium** – Delivery within 1-2 business days unless otherwise specified. Orders made before Noon ET will ship on the next business day. Available only within the contiguous 48 U.S. States. Not available for truck shipped or items shipped separately from the vendor. Available on orders weighing 30 lbs. or less. Hazard code shipping restrictions may apply.

**Offshore** – Delivery outside the contiguous U.S. Includes Alaska, Hawaii, Puerto Rico, Guam, U.S. Virgin Islands and the Pacific Rim Islands.

**Pick Up** – Pick up orders can be picked up at any of the Service Centers listed. The order must be placed at least 2 hours prior to pick up. Orders placed less than 2 hours before Service Center closing time and any time after closing time can be picked up the following business day.

**NOTE:** Delivery charges are subject to change without notice. Sales tax will be applied to delivery charges according to state and local sales tax laws.

**Deposit Fees:** Deposit Fees on cans will be automatically added to the invoice total.

**Handling Fees:** Additional handling fees may apply for truck shipped items and Perfect Empowered Drinking Water.

## NOTICE OF CANCELLATION

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If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under contract.

To cancel this transaction, mail or deliver a signed and dated copy of this Cancellation Notice or any other written notice, or send a telegram:

TO \_\_\_\_\_  
NAME OF SELLER

AT \_\_\_\_\_  
ADDRESS OF SELLER'S PLACE OF RESIDENCE

NOT LATER THAN MIDNIGHT OF \_\_\_\_\_, \_\_\_\_\_

I HEREBY CANCEL THIS TRANSACTION.

DATE: \_\_\_\_\_, \_\_\_\_\_  
BUYER'S SIGNATURE

## NOTICE TO THE CONSUMER

**Adjusting Your Order.** The DITTO® scheduled order offers convenience and simplicity by automatically re-supplying products as you use them. If you find that you've ordered too much or too little product to meet your needs, simply adjust the monthly quantity or delivery schedule. Please contact your volume IBO listed on the order form for instructions about changing your order, or you may contact Customer Service at 800-253-6500.

**Beginning Shipment.** The first shipment of your order will occur, according to your delivery schedule, beginning with the month following the date you place your order.

### Satisfaction Guarantee.

We stand behind the quality of our products and guarantee your satisfaction. If for any reason you are not completely satisfied with your purchase, you may return it to receive an exchange or refund. (Exclusions apply; for complete details visit [amway.com](http://amway.com) and search for: satisfaction guarantee.) \$5.95 processing fee, per invoice, will apply to returns that are not damaged, defective, or not as ordered.

## NOTICE TO INDEPENDENT BUSINESS OWNERS

**Optional Participation.** Participation in the DITTO service is your option. The decision whether to purchase products for personal use through this program or to sign up customers for this service is entirely up to you. In deciding whether to participate in the DITTO service, it is your sole determination as to what is best for yourself and your Independent Business. Your sponsor or Platinum IBO cannot withhold or threaten to withhold the sale of products, training or other assistance they are obligated to provide under the IBO Rules of Conduct should you elect not to participate in the DITTO service.

**Customer Service.** As an Independent Business Owner you are responsible for providing your customers with the best service possible. This includes thoroughly explaining the DITTO scheduled order, including how to change or cancel an order, communicating price and product changes as appropriate, and processing order changes, cancellations and returns quickly and efficiently. Any credit/debit card information given to you by your customers must be kept confidential, and no charges shall be made unless expressly authorized by the credit/debit card holder.

**Pricing.** Each IBO may determine independently the prices at which they sell products. For your knowledge, when using Ditto, Suggested Retail Price will be used as the default setting. Amway will automatically adjust for any price changes as monthly orders are shipped. Should you choose to set pricing at other than Suggested Retail, do so by entering the dollar amount in the A Price I Determine box making certain that the price is not below that of IBO Cost. Note that this option will require you to make all price adjustments manually.

**Non-Exclusive.** By signing up customers for the DITTO scheduled order, you do not obtain an exclusive right to service those customers; rather, each customer remains free to do business with whomever they choose.

**Return Policy.** IBOs using the DITTO service to replenish their product inventory should carefully select their quantities and delivery schedule based on business needs. IBOs are not permitted to return product inventory to Amway unless they decide to resign their Independent Business pursuant to Rule 5.3.6 of the IBO Rules of Conduct. IBOs purchasing products for personal use may return them under Amway's Satisfaction Guarantee; however, Amway reserves the right in its sole discretion to restrict or deny returns if it believes an IBO is returning inventory.

**Profile Numbers.** When Amway processes a new DITTO scheduled order, a profile number will be assigned and sent to the customer on a postcard or via e-mail. A copy also will be sent to the volume IBO.

**Volume Reporting.** An ordering IBO will receive business volume (PV/BV) following the order. If the volume should be assigned to other than the ordering IBO, or if the order is placed by/for a customer, then the volume IBO must be designated on the order form. If a customer completes the order form, volume will automatically be assigned to the IBO who registered that customer.