Co-op Credit Request

Account Name:

Account Bill To #:

Type of expense: ☐ **Advertising** ☐ **In house flyer** ☐ **In house trade show**

☐ **Signage** ☐ **Contest / Promotion / Prizes**

☐ **Product samples** ☐ **Merchandising Display / Freight**

☐ **Other** _____

Detailed description of Co-op expense:

Description	Date	TV ad	Radio Ad	Print Ad Size / Placement	# of In sore Flyers / Announce-ments	# of in-store signs / size / placement	# of Merch. displays	Contest Prizes	Other

Program Costs:

Paid by Distributor (50%): $

Paid by Upper Deck (50%): $

Final Amount to be Credited: $ **(50% of total minus any costs paid by UD)**

Back up documentation to be submitted:

Dated Print Ad Copy	Print Ad Invoice from customer's supplier	TV Ad Copy	TV Ad invoice	Radio Ad copy	Radio Ad invoice	Dated In store flyer	In store flyer invoice from customer's supplier	In store trade show invoice	In store signage invoice from customer's supplier	Other

Sales Manager Approval: _____

Documentation attached? ☐ **Yes** ☐ **No**

All co-op must be approved in advance by Upper Deck. Approved credit amount will be issued as a credit to Accounts Receivable balance on a quarterly basis (the end of the month following the end of the quarter) if all documentation is received by the 15th of the month.