



Police Club USA

policeclubusa.com

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Protecting Our Lives In Cities Everywhere

PROCEDURE TO OPEN A NEW ACCOUNT¹⁻¹

AFTER REVIEWING ALL DOCUMENTS THE FOLLOWING PROCEDURES ARE RECOMMENDED TO MAKE YOUR NEW ACCOUNT A SUCCESS. FOLLOWING THIS CONCEPT WILL PROVIDE A STEP BY STEP SYSTEM.

1. COMPLETE DOCUMENT #3 AND MAIL TO STATE. AFTER RECEIVING APPROVAL GO TO 2
2. DOWN LOAD THE WEB SITE AND ALL 23 DOCUMENTS THEN CHANGE ALL DOCUMENTS ADDING YOUR POLICE CLUB USA INFO AND ADDRESS.
3. PURCHASE ITEMS ON DOCUMENT # 17
4. MAKE COPIES OF DOCUMENT #6 TO SOLICIT BUSINESS PARTICIPATION.
5. MAKE COPIES OF DOCUMENTS # 7, 18, 19 TO OFFER PARTICIPATES.
6. MAKE COPIES OF DOCUMENT #9 TO SOLICIT MEMBERSHIP
7. FOLLOW DOCUMENT #12 FOR BANKING PROCEDURES.
8. ESTABLISH A TELEPHONE NUMBER OR EXTENSION TO ACCEPT CREDIT CARD PURCHASES.
9. COMPLETE DOCUMENT #8 WITH YOUR BUSINESS PARTICIPATES. THIS FORM MUST BE AVAILABLE ON YOUR WEB SITE SO CARD MEMBERS KNOW WHERE TO SHOP. MEMBERS WILL NEED THIS INFO.
10. TAKE INFO FROM DOCUMENT #9 AND FILL OUT DOCUMENT #14 THEN PRINT ON BLUE PAPER.
11. TAKE INFO FROM DOCUMENT #9 AND FILL OUT DOCUMENT #10.
12. BRING DOCUMENT #14 BACK ON COMPUTER AND "SAVE AS" THE NEXT DOCUMENT #22 SO INFO IS AVAILABLE FOR NEXT YEAR RENEWAL. ONCE THIS IS COMPLETED DOCUMENT #14 IS X OUT AND GOES BACK AND IS READY TO MAKE NEW MEMBERSHIP CARDS. SAME PROCEDURE IS USED WHEN USING DOCUMENT #10-1 FOR MAILING STICKER.
13. DOCUMENT #14 (THE BLUE MEMBERSHIP CARD LIST) IS NOW READY TO PUT IN TO THE LAMINTING FOLDER , LAMINATED, CUT TO SIZE AND MAILED TO MEMBERS.