



31205 Falcon Ave.
PO Box 245
Stacy, MN 55078

With more than a quarter of a century of experience in executing successful adaptable solutions in the fulfillment industry, we've always delivered on a commitment to quality and excellence in service that penetrates the core of our business.

Please find a list of services below that are offered at Promotion Management Center. If you have any questions, please feel free to contact us at 888-562-1213.

Rebates

PMC processes countless manufacturer and store-specific rebate forms every month, both paper and online. From conception to implementation, through processing and fulfillment we handle all aspects of mail-in and online rebates.

All mail-in offers are assigned their own individual PO Box. Our processing department ensures that each form is validated, counted and data entered as applicable.

Services Include:

- * Receipt of Mail
- * Data entry of required fields
- * Standard or custom checks available
- * Banking methods that meet your needs
- * Form design/printing
- * Verification of purchase
- * Proof destruction
- * Online/Phone customer rebate status
- * Check look-ups
- * Fraud prevention

Sweepstakes & Contests

Our experience in setting up sweepstakes and contests enables us to quickly get your program off the ground while handling all required compliance components.

Services Include:

- * Administration and Consultation
- * Bonding and Registration
- * Prize Distribution
- * Script Development
- * Eligibility, Affidavits, Release Forms
- * Transfer of Winning Game Pieces
- * Witness Printing of Game Pieces
- * Tracking and issuance of 1099's
- * Rule preparation and Legal Review
- * Entry Collection: Mail, Phone, Electronic
- * Game Piece, Winners List, or Rule Requests
- * Random Draw or Judging
- * Secure Storage
- * Notarized Winners Lists
- * Witness Destruction of Plates



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Direct Mail Services

With our expertise in coordinating successful direct mail campaigns, you can relax knowing your mailing is in the hands of direct mail professionals. We do whatever it takes to get your piece in the mail on time, on strategy and on budget. Our mailing facility has everything needed for a successful mailing program. With our business partnerships, we can handle your entire direct mail campaign for less money than if you were to source all the services individually.

Loyalty Programs & Sales Incentives

We know the value of an important customer or employee, honoring an important occasion or rewarding outstanding achievement. That's why we take special pride in the way we handle our loyalty programs.

Services Include:

- * Sourcing Rewards
- * Providing Detailed Analysis Reports
- * Direct 800 #
- * Dedicated Program Phone Rep(s) (who will have customer information accessible)
- * Maintaining Customer History
- * Turnkey Reward Fulfillment
- * Tracking Detailed Customer Info & Status Level

We have developed relationships with a number of premium vendors and manufacturers. Considering your customers' demographics we can source anything - from food to electronics, from sporting goods to leather products, including gift certificates.

Premium & Sampling Programs

We handle a wide variety of premium and sampling programs with requests coming from multiple sources: internet, direct mail from consumers, consumer telephone calls, client lists, and database files. We have the flexibility to address all volumes of sampling and premium programs efficiently, timely and at a significant cost savings. We have developed strong relationships with a number of vendors and manufacturers and are able to determine the most appropriate packaging and shipping methods for you.



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Coupon Programs

We process thousands of manufacturer and store-specific instant redeemable coupons as a coupon agent for several companies, including paper or online. Coupons are sent to us both through retailers and national clearing houses. Our processing department ensures that each invoice is properly audited and each coupon is validated, counted and reconciled with the associated instant redeemable coupon redemption request form prepared by the retailer or clearinghouse.

We can provide pre-printed, laser postcard and inserted coupons, with customization options including variable expiration dates, unique ID codes and varying redemption values. We can also help you design your coupon or offer with 4 color laser-printing available. Post-redemption coupon data capture is also available.

IT Services, Web Development & E-Commerce

PMC can handle your programming needs for your online or offline program or offer. We have processed millions of consumer inquiries, sweepstakes entries, free sample offers, online store purchases and premium orders through our web applications. Please let us know if you would like links to samples of our work.

Services Include:

- * Design
- * Hosting
- * Website Application Development
- * Data Services Integration
- * Shopping Cart & Payment Processing
- * Collateral Requests
- * Database Development/Technology
- * Reporting
- * Security
- * Order Processing & Tracking
- * Survey responses

Our databases are customized according to your needs. There are no limits to the types of reports that are available to you. Once information is captured, we can generate any type of report, including a simple database report, an analysis report, a demographics detail or an historical report based on previous program information.

Our online reporting solutions allow you to monitor your programs at any time of day and provide you with a quick snapshot of your promotion's success.

We can also distribute reports through ftp, e-mail (as TEXT or MS Excel attachments) and hardcopy (fax or mail). Some of our clients take advantage of our ability to automatically distribute reports via e-mail at scheduled intervals (daily, weekly, or monthly) which enables them to closely monitor developments that occur in their programs.



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Call Center

Phone, e-mail or web customer service – our call center is here to help with your customers. PMC offers professional customer service and automated order processing via fax, e-mail or with toll-free calling for your customers. Our friendly, professional staff can handle your customers' telephone, fax or internet orders and can process MasterCard, Visa and American Express.

We realize the purpose of your program is to retain your customers – our goal is to help you do this. Because we'll be communicating with some of your best customers, we want to make sure we know your program and are speaking to your customers in your tone. Therefore, we recommend visiting beforehand and meeting with your team.

Creative Capabilities

PMC provides printing, rebate checks, direct mailings and personalized letters using:

- * High Capacity Laser Printing
- * Automated Folding
- * Automated Tabbing
- * Personalized Printing
- * Automated Labeling
- * High Speed Impact Printing.

For Point of Purchase, signage, rebate forms, posters and related materials we outsource to vendors based on their specialties and capabilities. We have NO format restrictions and our capacity is 30-40 ppm/15K pp day Laser (personalized) for output 400-lines/minute impact output.

Data Entry

Our current capacity allows us to process as many as 100,000 records per day. With the staffing we have available to us, we can increase that capacity at will to accommodate faster turnaround times, higher mail volumes and other variables.

Barcode Scanning

At PMC, bar coding is used to eliminate hand-sorted mailings, giving us the capacity to scan product/identification/barcodes quickly and accurately. Our system can be integrated with other independent carrier/freight computer systems. And, if your mail-in rebate has several SKU's, we can utilize barcode scanning to accurately capture all of your data.



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Packaging Services

Our packaging services allow you to deliver your product to your market. And, we offer a variety of packing options:

- * Shrink Wrapping
- * Collating
- * Kitting of any materials

Event Support

PMC offers on-site event support when our clients find it necessary to keep PMC staff at hand when a promotional campaign culminates with an event. Whether you need support with a specific task, or an event coordinator, we can arrange to have a member of our staff by your side taking care of details.