



TechcoNZ Ltd.

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# **Donations for Non-Profits Memorandum of Understanding**

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Version 1.0  
October 2007

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## Overview

TechcoNZ Ltd. operates a Donations for Non-Profits program.

The program sees a portion of TechcoNZ Ltd.'s sales being donated to registered organisations.

A TechcoNZ Ltd. customer specifies the recipient at the point of sale.

Donation payments are made on a regular basis at predetermined amount thresholds.

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## Interested Parties

TechcoNZ Ltd. - seller of Goods and Services and controller of Donation for Non-Profits scheme.

Registered Organisation – recipient of Donations as attributed to by TechcoNZ Ltd. customers.

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## TechcoNZ Ltd Responsibilities & Rights

Track attributing sales to registered organisation and provide reporting on a regular basis when sale activity exists.

Never to disclose personal customer information without their prior consent.

Payment to the registered organisation on a regular basis along with a sales summary when the payment threshold has been reached.

Has the right to change the terms of this Memorandum of Understanding with a two week notification to the registered organisation

Has the right to not attribute a sale or sales to an organisation where there is concern over the sales legitimacy.

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## Registered Organisation Responsibilities & Rights

To maximize the benefit of donations, it is in the interests of the registered organisation to promote TechcoNZ Ltd. and ModemLockDown. TechcoNZ Ltd. will not have any say over promotional efforts but can assist if requested.

The registered organisation has the right to use the names TechcoNZ Ltd and ModemLockDown for promotional purposes. The organisation may also use screen shots from the software and descriptive text from previous marketing campaigns and the TechcoNZ Ltd. websites for promotional purposes.

The registered organisation has the right to change their details in relation to payment methods, thresholds and contact information.

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## Termination

Either party may terminate this understanding in writing with at least two weeks notice. All funds due at the time of termination will be paid.

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## The Sales Process and Attributing to a Registered Organisation

ModemLockDown sales are conducted through TechcoNZ Ltd.'s online store. The store and its electronic Credit Card processing operations are provided by eSellerate ([www.esellerate.net](http://www.esellerate.net))

A list of registered organisations is available at [www.TechcoNZ.com](http://www.TechcoNZ.com)

The customer will choose their donation recipient from [www.TechcoNZ.com](http://www.TechcoNZ.com) and enter it into the store at the point of Sale. A customer can alter their recipient choice at a later date prior to a payment run if required.

TechcoNZ Ltd. receives a sales report from eSellerate and tracks the sale to the registered organisation.

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## The Donation Payment Process

Payment runs are performed on or about the 25<sup>th</sup> of every month.

Once a recipient's payment threshold has been reached, payment is made and a payment summary issued. Payments can be made either electronically or via cheque.

A minimum payment threshold of \$20 exists.

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## Reports

Where sales attributed to the registered organisation exist within a month, a sales summary will be issued for that month.

Payment summaries are issued along with donation payments. These are only sent via postal mail when cheques are issued.

Email is the preferred means for both reports.

Both sales summary and payment summary reports will only contain the date of purchase and the order number. No personal information of the customer will be issued without prior consent.

TechcoNZ Ltd. never has access to credit card information – this is only ever available to eSellerate ([www.esellerate.net](http://www.esellerate.net))

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## Memorandum of Understanding Process

Upon reading this understanding, please fill in the details overleaf.

Please return completed details to TechcoNZ Ltd. via;

Fax: 04 298 5834

Or Post: TechcoNZ Ltd.  
24 Waterstone Avenue  
Paraparaumu  
Kapiti Coast  
New Zealand

TechcoNZ Ltd will assess your suitability for the program. You will be advised promptly of the outcome.

Following approval, TechcoNZ Ltd. will add your organisation to the list of recipients at [www.TechcoNZ.com](http://www.TechcoNZ.com).

Customers will then be able to attribute sales to your organisation and the donation process will begin.

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## Queries

Should you or your organisation have any queries regarding TechcoNZ Ltd. its software and services or the Donations for Non-Profits program, please feel free to contact us;

Email: [info@techconz.com](mailto:info@techconz.com)

Or Phone: 04 298 5834

Or Fax: 04 298 5834

Or Post: TechcoNZ Ltd.  
24 Waterstone Avenue  
Paraparaumu  
Kapiti Coast  
New Zealand

# Memorandum of Understanding

## Donation Recipient Details

Organisation Name \_\_\_\_\_

Contact in Authority \_\_\_\_\_

Administrative Contact \_\_\_\_\_

Phone Number \_\_\_\_\_

Physical Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email address for reports \_\_\_\_\_

Payment Threshold    \$20     \$50     \$100     Other >\$20 \_\_\_\_\_

Required Payment Method                      Cheque                       Bank Deposit

Bank Account Details for Bank Deposit    Bank/Branch \_\_\_\_\_

Account No \_\_\_\_\_

Signature of Authority \_\_\_\_\_

Date \_\_\_\_\_