



## MBS Online Buyback Set Up Sheet

1. MBS will implement a school-branded Online Buyback website for students to sell back their textbooks and educational materials. Students will gain access to Online Buyback by way of a link between the store’s website and a store-specific buyback website hosted by MBS.
2. The store will choose from a variable commission to be paid based on the following pricing grid:

$$\begin{array}{rcl}
 \text{Guide} + & \begin{array}{|c|} \hline \text{Student \%} \\ \hline \end{array} & = \text{Student Buyback Price} \\
 & + & \\
 & \begin{array}{|c|} \hline \text{Store \%} \\ \hline \end{array} & = \text{Commission to Bookstore} \\
 \hline
 & \text{(Student \% + Store \%)} & \mathbf{25\%}
 \end{array}$$

3. MBS will pay commissions to the store by the end of the month following the end of each calendar quarter.
4. The store may make changes (commission % etc) by contacting an MBS Account Manager. Any changes the store desires to make with regard to the commission will not take effect until the following calendar quarter.
5. MBS The Online Buyback site will generate prepaid UPS Shipping Labels for the student shipments for drop off at a UPS location. When this label is used, shipping is paid by MBS.
6. MBS will provide via telephone and email customer service to the store’s customers regarding the tracking and other general information.
7. MBS will be responsible for processing each transaction placed with Online Buyback, tracking the volume and amount of the transaction, and providing the store with information regarding customer transaction statistics. Online Buyback will also be responsible for handling initial purchase transactions, payment processing, purchase denials, and related customer service.
8. All transactions via Online Buyback will remain the property of MBS and will conform to the receiving procedures and quality control maintained by MBS. Decision to retain/destroy or reimburse the customer will be at the discretion of MBS.
9. MBS will use students' contact information to only communicate about the online buyback transaction they initiated. No other communication or marketing will be sent to students participating in MBS Online Buyback.

**Contact Information:**

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Store Name

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Street Address

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City, State, Zip

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Store Contact Name

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Contact Title

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Contact Email

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Contact Phone Number

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MBS Account Number