

Motorcharge

Email Exception Alerts

Customer Application Form



Email Exception Alerts make managing your account easier than ever before.

By registering for Motorcharge Email Exception Alerts, every business day you will receive a report outlining any exceptions that have been identified from transactions processed the previous day.

The following is a detailed description of the transaction criteria for which you can elect to receive Email Exception Alerts. To nominate any of the below criteria, simply complete the application form and return it to Motorcharge. Email Exception Alerts transaction criteria includes:

- **Transactions on Weekends** - All transactions which occurred from 12.00am Saturday until 11.59pm Sunday.
- **Odometer Missing** - All transactions that do not have an odometer reading recorded at the point of sale.
- **Odometer Incorrect** - Any transaction where the odometer reading provided is not reasonably correct, e.g.:
 - Odometer reading provided is less than previous odometer (where the transaction date is after the previous odometer date).
 - Odometer reading is over 10,000kms and has a variance greater than 5% from the previous reading.
 - The average kilometres traveled since the last odometer reading is greater than 2000km per day, over more than 1 day since the last odometer reading date.
- **Transaction Volume Limit Exceeded** - Any transactions where the volume (litres) exceeds a nominated limit. For example, if your account has the Transaction Volume set at 60 litres - any transaction which exceeds 60 litres will be reported.
- **Transaction Value Limit Exceeded** - Any transactions where the value (amount) exceeds a nominated limit. For example, if your account has the Transaction Value set at \$80.00 - any transaction which exceeds \$80.00 will be reported.
- **Daily Volume Limit Exceeded** - The combined volume (litres) of all fuel transactions for any card/vehicle in a day that exceed a nominated limit.
- **Daily Value Limit Exceeded** - The combined value (amount) of all transactions for any card/vehicle in a day that exceed a nominated limit.

The following section allows you to nominate transaction criteria for email alerts at account level i.e. applying to all cards on the account. *To change transaction criteria for specific cards see the following page.* This section is compulsory as charges will apply for every card on your account. Please register my account to receive daily email alerts for the following criteria:

Transactions on weekends: <input type="checkbox"/> Yes <input type="checkbox"/> No	Transaction value limit exceeded: <input type="checkbox"/> Yes <input type="checkbox"/> No - Value limit amount: \$ <input type="text"/> per transaction
Odometer reading not provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	Daily volume limit exceeded: <input type="checkbox"/> Yes <input type="checkbox"/> No - Volume limit amount: <input type="text"/> litres per day
Odometer reading incorrect: <input type="checkbox"/> Yes <input type="checkbox"/> No	Daily value limit exceeded: <input type="checkbox"/> Yes <input type="checkbox"/> No - Value limit amount: \$ <input type="text"/> per day
Transaction volume limit exceeded: <input type="checkbox"/> Yes <input type="checkbox"/> No - Volume limit amount: <input type="text"/> litres per transaction	

Please register the following email addresses to receive email alerts:

1.
2.
3.

Each month you will be charged \$1.10 for each card on your account.

Please debit my Motorcharge account with the Email Exception Alerts subscription:

Account Number:

Authorised Signature:

Signatory Name (Please print):

Date:



To nominate specific transaction criteria for individual cards/vehicles, please provide details below.

No additional charges will apply to the Email Alert subscription fee for differing criteria on individual cards.

Motorcharge Card Number:

Transaction volume limit exceeded: Yes No
- Volume limit amount: litres per transaction

Transaction value limit exceeded: Yes No
- Value limit amount: \$ per transaction

Daily volume limit exceeded: Yes No
- Volume limit amount: litres per day

Daily value limit exceeded: Yes No
- Value limit amount: \$ per day

Motorcharge Card Number:

Transaction volume limit exceeded: Yes No
- Volume limit amount: litres per transaction

Transaction value limit exceeded: Yes No
- Value limit amount: \$ per transaction

Daily volume limit exceeded: Yes No
- Volume limit amount: litres per day

Daily value limit exceeded: Yes No
- Value limit amount: \$ per day

Motorcharge Card Number:

Transaction volume limit exceeded: Yes No
- Volume limit amount: litres per transaction

Transaction value limit exceeded: Yes No
- Value limit amount: \$ per transaction

Daily volume limit exceeded: Yes No
- Volume limit amount: litres per day

Daily value limit exceeded: Yes No
- Value limit amount: \$ per day

Motorcharge Card Number:

Transaction volume limit exceeded: Yes No
- Volume limit amount: litres per transaction

Transaction value limit exceeded: Yes No
- Value limit amount: \$ per transaction

Daily volume limit exceeded: Yes No
- Volume limit amount: litres per day

Daily value limit exceeded: Yes No
- Value limit amount: \$ per day

Motorcharge Card Number:

Transaction volume limit exceeded: Yes No
- Volume limit amount: litres per transaction

Transaction value limit exceeded: Yes No
- Value limit amount: \$ per transaction

Daily volume limit exceeded: Yes No
- Volume limit amount: litres per day

Daily value limit exceeded: Yes No
- Value limit amount: \$ per day

Motorcharge Card Number:

Transaction volume limit exceeded: Yes No
- Volume limit amount: litres per transaction

Transaction value limit exceeded: Yes No
- Value limit amount: \$ per transaction

Daily volume limit exceeded: Yes No
- Volume limit amount: litres per day

Daily value limit exceeded: Yes No
- Value limit amount: \$ per day

Once you have completed the Email Exception Alerts registration form, send it back to us by:

Mail: Wright Express Fuel Cards Australia Ltd GPO Box 5342 Melbourne VIC 3001
or fax the form to 03 9274 9130

