

Processor Evaluation Form

Use this form when comparing quotes from multiple processors. Require any sales rep to complete and sign this before you make a decision. If they won't sign it, that tells you everything you need to know.

🏠 How to use this form

Print one copy for each processor you're evaluating. Have the sales rep fill it out completely and sign at the bottom. Their signature confirms they've disclosed all fees and that the rates are accurate. Compare the completed forms side by side.

Company Information

FIELD	WHAT TO LOOK FOR
Company Name	Full legal name of the processor or ISO
Processor or ISO	Direct processor is better — fewer middlemen, easier issue resolution
Years in Business	Longer track record = more stability. Look for 5+ years minimum
BBB Rating	One data point — don't make your entire decision here, but note how complaints are resolved
Sales Rep Name & Contact	Longevity with the company matters — a rep who moves around can't help you if issues arise

Interchange Markup (Interchange-Plus Only)

FEE	INSPIVO	COMPETITOR A	COMPETITOR B
Visa/MC/Discover basis points			
Visa/MC/Discover transaction fee			
Amex basis points			
Amex transaction fee			
PIN debit basis points			
PIN debit transaction fee			

Setup Fees — All Should Be \$0

FEE	SHOULD BE	QUOTED AMOUNT
Application Fee	\$0	
Reprogramming Fee	\$0	
Setup Fee	\$0	
Other Setup Fees	\$0	

Monthly Fees

FEE	INSPIVO	COMPETITOR
Monthly Statement Fee		
Monthly PCI Fee		
Monthly Service Charge		
Other Monthly Fees		

Agreement Terms — Critical Questions

QUESTION	WHAT YOU WANT TO HEAR	THEIR ANSWER
Early Termination Fee	\$0 — never agree to this	
Contract Term	Month-to-month preferred	
Are rates guaranteed?	Yes — for life	
How long are rates guaranteed?	Indefinitely / for life of account	

My signature below confirms I have disclosed all fees and guarantee the accuracy of the competitive proposal submitted. I am authorized to sign and complete this form on behalf of my organization.

Printed Name

Title

Signature

Date