



Ding Shield Sales Administration Procedures

Remittance

A Ding Shield Registration Form must be completed with each sale of the plan. The dealer must remit all sold registration forms on a weekly basis to Dent Wizard with payment. Each registration form should be reviewed for completeness prior to being sent to Dent Wizard. Incomplete information will result in plans not being registered into the Ding Shield database in a timely basis.

Accompanying any registration forms, should be a Ding Shield Remittance Form and payment for the sold plans. The remittance form, registration forms, and payment should be mailed to:

Dent Wizard International
Attn: Ding Shield Administrator
4710 Earth City Expressway
Bridgeton, MO 63044

Dent Wizard operates on a calendar month and plans sold in the last few days of a month must be received by the third business day of the following month.

The remittance form may be downloaded from www.dentwizard.com, US, Auto Dealer/Trade Professional, Enter, Dealers, Ding Shield.

Cancellation

The Buyer may cancel the agreement at anytime by returning to the selling dealer. The dealership must complete a Ding Shield Cancellation Form and submit to Dent Wizard for refund.

The dealership must fax or send the completed cancellation form and copy of the check issued for refund to:

Dent Wizard International
Attn: Ding Shield Administrator
4710 Earth City Expressway
Bridgeton, MO 63044
Fax: 314 592 1925

Dent Wizard will calculate the cancellation refund due to the buyer off the retail purchase price. Dent Wizard will refund to the dealership their pro-rata portion of the purchase price paid by the dealership to Dent Wizard

Dent Wizard will refund to the dealer within 15 days of receipt of the cancellation request. The refund check will be sent with a remittance form identifying the customer name and Ding Shield agreement number.

A copy of the refund calculator can be provided in an Excel format from Dent Wizard, by request.

Inquiries can also be made by phone to Dent Wizard at 314 592 1887 /314-592-1836 or by email to; dingshieldadmin@dentwizard.com. Office hours are Monday to Friday 8am until 4pm CST.