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| VTech_CPP_Logo_BK |
|  |

## MDF Claim Form

### Partner Information

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name: |  | Date: |  |
| Contact Name: |  | Job Title: |  |
| Contact Email: |  | Contact Phone: |  |

### Type of MDF Activity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Advertising |  | Event |  | Other |

### Proof of Performance Attached

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Copy of Invoice | |  | Product Collateral |  | Event/Trade dhow Booth Photos |
|  | Ad Copy | |  | Expense Receipts |  | Copy of Email/Direct Mail Sent |
|  | Other: |  | | | | |

### Details

|  |
| --- |
| Summary of Completed Marketing Activity (Include date of Activity): |
|  |
| Assessment of Activity – would you do it again? Why/Why Not?: |
|  |
| MDF Claim Amount: |
|  |

### Confirmation of MDF Claim Submission

All claims are reviewed and audited for compliance and completeness before VTech processes them for reimbursement. You will receive an email from your ICAM once their claim has been reviewed. If additional information is needed it will be requested at that time; otherwise you will be notified that your claim has been submitted for payment. Payments will be by check and sent out within 30 days from receipt of the approval email.

|  |  |
| --- | --- |
|  |  |
| Partner Signature | Date |
|  |  |
| Date of Original MDF Approval | Pre-Approved Amount |