



## **TRADE ASSOCIATE F.A.Q.**

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**As a Trade Associate of Drone Cover Club your business will benefit from free advertising on the DCC website and the option to sell DCC Memberships to your clients; earning up to £5 commission on every sale.**

### **HOW DO I BECOME A DCC TRADE ASSOCIATE?**

Complete the online Trade Associate application form, providing as much info as possible about your business including any benefits / discounts you can offer to the DCC membership (paper copies of the form can be requested from the DCC office or downloaded from the DCC website). Read through the 'Reseller Agreement' and tick the box to agree to its terms and conditions, then press submit.

Once your application has been approved we will send you login details to access your Trade Area where you can manage your adverts and sales.

### **HOW DO I PROMOTE MY BUSINESS THROUGH DCC?**

We encourage all our Trade Associates to offer DCC Members special discounts and promotions. These can either be seasonal or permanent offers. Trade Associates can create adverts for offers and benefits in their Trade Area and, once approved, they will be displayed on the Members' Benefits page.

### **HOW DO I SELL DCC MEMBERSHIPS?**

#### **Promote**

Advertise DCC Membership with Public Liability Insurance by asking your customers if they have or want cover, by posters, leaflets or other point of sale material or through online advertising. POS material is available by download from the DCC website or on request to the DCC office.

#### **Sell**

You can sell Memberships quickly and easily online. Go to the DCC website and click on the 'Trade Associate' option in the main menu and follow the 'Login to your Trade Area' link. Where prompted enter your Username and Password and press 'Login'. Here you can enter the Client Information straight into our system and pay online; this will auto generate a Membership Certificate including insurance details, emailed direct to the Member, and available for you to download and print straight away. Customers can personalise their membership package by adding cover extensions such as EU Cover, Drone and Model Aircraft Cover, Enhanced PA, Loss of Income Cover and Gun and Equipment Cover. They can also choose to purchase Hard Copy Certificates, Plastic Membership Cards, Pin Badges and Cloth Badges all of which will be shipped directly from the DCC office within 2 working days. A full record of all your Sales entered through the online system is recorded in your Trade Area for your reference.

## **Inform DCC**

If you are not using the online system you will need to issue the customer with a temporary Seven Day Certificate to provide proof of Membership and Insurance. You will then need to inform DCC of the Client Information for input into our system within three days of the Application Date. This can be done by emailing [info@dronecoverclub.co.uk](mailto:info@dronecoverclub.co.uk) or by posting a copy of the Client Information to the office. If you are issuing Seven Day Certificates you are accepting responsibility for collecting the Client Information and forwarding this, together with the Net Fee's due to DCC, within three days. If you issue a Seven Day Certificate and fail to forward the Client Information and/or Net Fee you may have a liability in the event of an insurance claim by the Member. It is your responsibility to confirm that all Client Information and the Net Fees have been received by DCC.

## **Payment**

Pay the Net Fee due using your preferred payment method. If you use the online system you can pay instantly by using the Credit/Debit Card interface or PayPal. Alternatively you can choose to send the payment by Bank Transfer (account details available on request) or by sending a cheque to the office. If you do not have payment processing facilities you can pay the Gross Fee (at the RRP of £29.95) directly from the Client's debit or credit card to DCC through the payment system on the DCC website and receive commissions on a monthly basis. If you wish take the payment this way please ensure that, when using the online system, the 'Apply Trade Associate Discount' box is unticked otherwise the Sale will go through at the Net Fee of £24.95 and you will not receive a commission on the Sale.

## **Timescales**

If you choose to enter the Client Information using the online system and pay using a Credit/Debit Card or PayPal the Member will automatically be added to our database and our server instantly generates an email confirming DCC membership (including an 'Evidence of Insurance' document) and sends it to the email address provided in the application. If payment is made later by Bank Transfer / Cheque the membership details are manually emailed out from DCC office on receipt of payment. Manual processing may take up to two working days following Client Information and payment being provided to DCC.

## **Commission**

Sell an annual DCC Membership for our RRP of £29.95 to earn a commission of £5. Short term memberships are sold at the following RRP's and all earn £2 commission per membership: 6 months - £24.95, 30 day - £21.95, 2 day - £18.95\*. You can choose either gain commission by paying DCC the Net Fee and retaining commission from the Gross Fee paid by the Client or, alternatively, you can process the Client's payment through the payment system on the DCC website at the RRP and apply to the office for commission to be paid to you on a monthly basis.

\* Prices correct at June 2018 but may be subject to change please check the DCC website for current pricing.

## **Drone Cover Club**

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