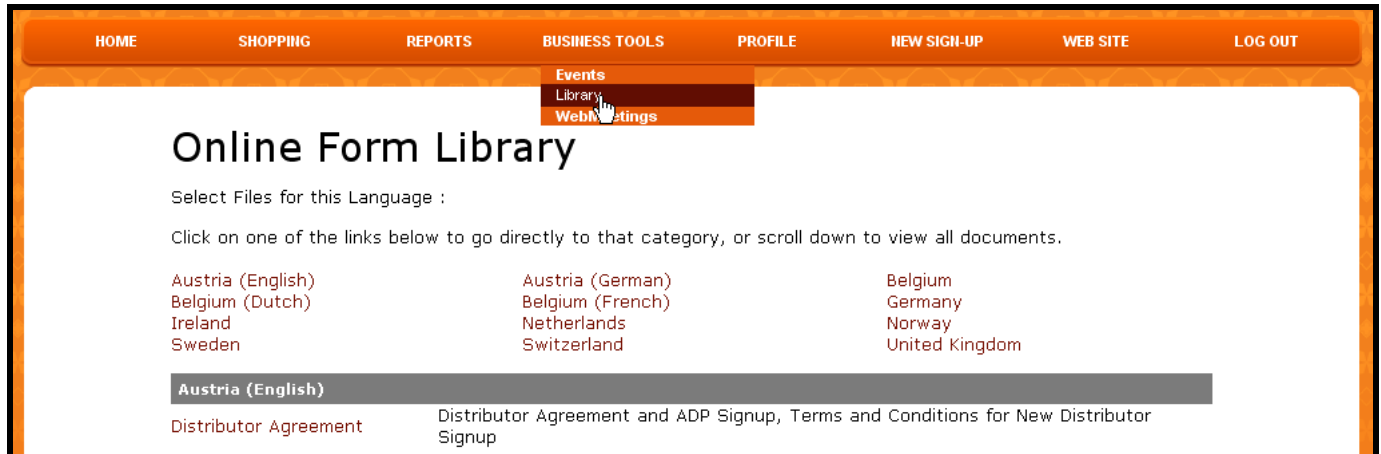


HOW TO COMPLETE YOUR ADP FORM

SEQUENCE TO FOLLOW

1 - Log into your XanGo™ back office.

Print off an **ADP application form**. This form is available from **BUSINESS TOOLS-> Library** menu option as shown below.



Click on the country that is applicable for the ADP order or scroll down to the section where the country is listed.

2 - Locate the **Distributor Agreement** text listed in the left hand column. A single click with the left hand mouse button opens up the Distributor Agreement document if you have pdf viewer already installed on your PC. If you don't have this, scroll to the end of the Library page to download this – see below:

Distributor Media Relations Policy	Distributor Media Relations Policy (PC)
Policies & Procedures and Compensation Plan	XanGo Guidelines for Operating a Suc
Sponsor Placement Change Form	Use this form to request a change of Upline Placement's Downline Organiz
Statement of Beneficial Interest	This form is to be submitted when yc Distributorship or when changing the
UK Direct Deposit Form	UK Direct Deposit Form

→ If you do not have a PDF Viewer, click here
If you do not have a Power Point Viewer, click here

3 - Print out the entire Distributor Agreement or just the page entitled Automatic Delivery Program (ADP).

4 - Step 1 of the ADP form looks like this:

XANGO™ : AUTOMATIC DELIVERY PROGRAM

XanGo LLC // P.O. Box 900 Lehi, UT 84043 // Orders 0800-0324494 // Fax 0800-0326078

Step 1 Set up your automatic monthly order by checking the circles that apply to you.

last name (please print)	first	middle initial	business name (if different from applicant name)	distributor ID number (office use only)
<p><input type="radio"/> I/we choose not to participate in the Automatic Delivery Program (ADP) at this time.</p> <p><input type="radio"/> I/we do not want an initial order</p> <p><input type="radio"/> Setup an automatic order for my/our distributorship Setting up automatic orders enables you to receive XanGo product automatically every month. The Automatic Delivery section is included on this Application for your convenience. Listed below are two payment options whereby you authorize the company to automatically ship your monthly order and collect the appropriate monies. Please supply ALL required information.</p> <p>Check One: (optional)</p> <p><input type="radio"/> Standard Auto Delivery Program (ADP) order: 1 case of XanGo™ Juice per month. [100 PV]</p> <p><input type="radio"/> Family Auto Delivery Program order: 2 cases of XanGo™ Juice per month. [200 PV]</p> <p><input type="radio"/> _____ cases of XanGo™ Juice per month [100 PV/case]</p> <p><input type="radio"/> Will Call / ADP Pick Up [where available]</p> <p>Unconditional ADP: (optional)</p> <p><input type="radio"/> I / we want the ADP product delivered regardless of this month's personal volume</p>				

To complete Step 1:

Write in the Surname and First name or Business Name used at the time of joining XanGo™. If you are an existing distributor enter your XanGo™ Distributor ID in the box to the right.

Below this is a set of options to choose from:

- Tick the first option if you do NOT want to be on ADP otherwise leave blank.
- Tick the second option if you do NOT want an initial order otherwise leave blank. If you have already placed an initial order, leave this blank.
- Tick the third option to setup or confirm your online request to be on ADP.
- From the next set of 4 options – tick the one that applies assuming you want to be on ADP.
- Recommend leaving the Unconditional ADP option blank. You have the option to change this at anytime in the future.

An explanation of Unconditional ADP:

- if you are on ADP and you order 1 or more cases before the 12th (approx) of the month you will also receive your ADP order when it is due (shipped out around the 14/15th of each month). This allows you to buy additional cases of XanGo™ at any time in the month without affecting your regular monthly ADP order.

The alternative is called conditional or backup ADP and the following applies:


- if you are on 1 case ADP and you order 1 or more cases before the 12th (approx) of the month your ADP order does not ship. XanGo™ assumes you have fulfilled your monthly requirement and no more is sent that month unless you place an additional order through your Distributor position.
- If you are on 2 case ADP and you order 1 case before the 12th (approx) of the month, your 2 case ADP order will ship. XanGo™'s ADP process assumes that you have not fulfilled your monthly ADP requirement and so proceeds to send out 2 cases at the time of the ADP run.
- If you are on 2 case ADP and you order 2 or more cases before the 12th (approx) of the month, your 2 case ADP order will NOT ship. XanGo™'s ADP process assumes that you have fulfilled your monthly ADP requirement and so does not ship any more at the time of the ADP run.

The backup ADP option allows flexibility such that you can order XanGo™ earlier in the month if say you are running out and need more quickly but don't want to end up with too much overall in that month. It is also useful if you expect to be away when the ADP is due to be delivered and you could use this to have your order arrive earlier in that month. You still have the option to place additional orders at any time after the ADP run if you need more.

On first reading it may seem complicated but it is actually an advantage to have the flexibility to setup your ADP to suit your requirements and you can change it at any time.

5 - Step 2 of the ADP form looks like or similar to this:

Step 2 Choose the payment option that best suits your business.

[check one] <input type="radio"/> Visa <input type="radio"/> Mastercard		
credit card number		expiration date
name (as shown on card)	 signature of cardholder	date

The payment options vary slightly from country to country so the ADP form may have additional payment options displayed from what is shown above.

Enter your payment details clearly so XanGo™ can input the correct information to allow your ADP to be processed each month. Be sure also to sign and date the form here.

When somebody signs up with XanGo™, their first ADP order is shipped out the month after the month the new person joins. Their initial order is intended to see them through to when their first ADP arrives.

6 - Step 3 of the ADP form looks like or similar to this:

Step 3 Your initial order can differ from the above preferences. Simply enter the total number of cases you'd like with your initial shipment.

<input type="radio"/> I/we would like an initial order of _____ case(s). <input type="radio"/> Charge my/our credit card listed on this application (in section 2 above) _____ (initial here). <input type="radio"/> I/we will pay for the initial order by (check one) <div style="text-align: center;"> <input type="radio"/> Visa <input type="radio"/> Mastercard </div>					
credit card number			expiration date		
name (as shown on card)		signature of cardholder		date	
Shipping Information					
mailing address			shipping address (must be address where deliveries can be signed for during business hours)		
city	county	postcode	city	county	postcode
applicant's phone number (daytime) () -		applicant's fax number () -		business name (if different from applicant name)	

Complete this section only if you want to place an initial order from this form. Most people place their initial order online or occasionally over the phone. If you have already placed an initial order you do not need to complete Step 3 other than we suggest writing within this section that your initial order has already been placed. So if you are completing this form as part of the paperwork XanGo™ requires within the first 30 days of joining then just enter 'INITIAL ORDER ALREADY PLACED WITH XanGo™' so XanGo don't think you have missed a section of the form by mistake.

The fax number to send this form to is shown at the top of the form – for the UK ADP form this looks like (use the equivalent FAX number on your form):

XANGO™ : AUTOMATIC DELIVERY PROGRAM

XanGo LLC // P.O. Box 900 Lehi, UT 84043 // Orders 0800-0324494 // Fax 0800-0326078

FAX number to use to return this form to XanGo.

Step 1 Set up your automatic monthly order by checking the circles that apply to you.

last name (please print)	first	middle initial	business name (if different from applicant name)	distributor ID number (office use only)
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On completion, FAX the form back to XanGo™. We always advise calling XanGo™ at least 15 minutes after sending the FAX to confirm they have received it and it is legible. The telephone number to use is to the left of the FAX number (the FAX and telephone numbers shown above apply to the UK market only). The equivalent contact details are displayed in the same place on your country specific form.

POINTS TO NOTE

The ADP form would normally be returned to XanGo™ at the same time as the Distributor Application form and within 30 days of first signing up with XanGo™. If you do not have access to a FAX machine you can post the form back to XanGo™.

You can also use the form to ask XanGo™ to start or re-establish an ADP order if you do not currently have this setup or you can do this online.

If you have any questions about completing the form, call XanGo™ Customer Service.

RELATED TRAINING DOCUMENTS:

- How to Login To Your XanGo Back Office
- How to Locate XanGo™ Forms
- How to Complete the Distributor Application Form

RELATED TRAINING VIDEOS:

- How to Login To Your XanGo Back Office

----- END OF TRAINING DOCUMENT -----