

PROTECT YOUR BUSINESS AGAINST...

...Shoplifting

Shoplifting is a crime of theft and a shoplifter should be dealt with as a thief. You can help remove the temptation to shoplift by implementing the following ideas:

- A. Keep tight checks and controls on washrooms and fitting rooms.
- B. Keep unused checkout aisles closed. Schedule adequate personnel to assure coverage during peak shopping hours.
- C. Keep infrequently used doors locked.
- D. Post anti-shoplifting signs.
- E. Display small inexpensive items behind the checkout counter.
- F. Keep small inexpensive items behind the checkout counter.
- G. Use plainclothes patrols in larger stores.
- H. Train employees on what to do when they spot a shoplifter.
- I. Turn over apprehended shoplifters to the police and follow through with prosecution.
- J. During busy periods, station a uniformed guard at your exit.



...Credit Card Fraud

Credit card forgery is a crime that is rapidly rising. Transactions must be carefully scrutinized, particularly when comparing signatures. Credit card companies or credit departments should be called for authorization numbers especially when:

- A. The purchase is over the charge limit.
- B. The number appears in the cancellation bulletin.
- C. The card is expired.
- D. The card is not valid.
- E. Signatures do not match.
- F. The card appears to have been tampered with or altered.
- G. The card holder has no other ID or refuses to produce additional ID.



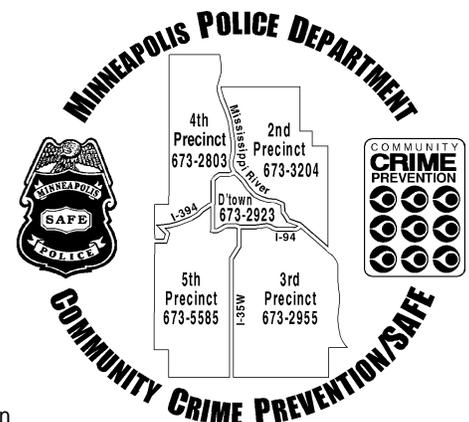
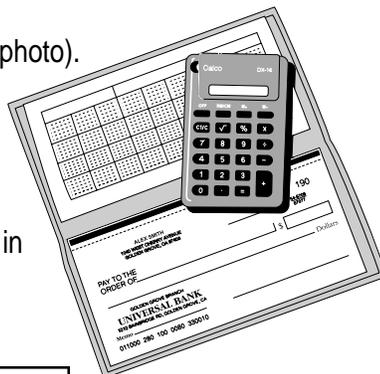
Helpful prevention tips include:

- A. Check signatures.
- B. Check the purchaser's date of birth with picture on required ID (pay special attention to age).
- C. Require more than one ID in addition to the credit card.

...Bad Checks

The optimum protection against receiving worthless checks and/or having problems with customers is to have an established check cashing policy that is strictly adhered to and posted for everyone to see. You can help prevent bad checks by following several helpful tips:

- A. Require two forms of ID (one with a photo).
- B. Compare ID information with the person, not just the ID with the information on the check.
- C. Use extreme caution when given a personal check not torn checkbook in your presence.



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