

## Charge Card - Authorization Form

Company: \_\_\_\_\_  
 Cust. # \_\_\_\_\_ Attn: \_\_\_\_\_  
 Order # \_\_\_\_\_ PO # \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

Date: \_\_\_\_\_  
 Order \$ \_\_\_\_\_  
 Freight \$ \_\_\_\_\_ @ \_\_\_\_\_ %  
 Other \_\_\_\_\_ (60% freight  
 Total \$ \_\_\_\_\_ carriers disc)

We have received your order and you have requested that this merchandise be charged to your Charge Card.

Please provide us with your Charge Card information; specifying if your card is a **Debit Card or a Credit Card.**  
 (a Debit Card is when the money is taken directly from your checking account)

(a Credit Card is when you are sent Monthly Statements, of which payments are made to the Credit Card Company)

This order will be sent for production upon receipt of this Charge Card-Authorization Form, however, your Card will not be charged until the day of shipment.

This form is used to avoid fraudulent charges to your credit card.  
 If you have any questions or wish to discuss other payment arrangements, please contact us at 800-989-2639.

*This section is specific to your Charge Card.  
 Please fill in the information "exactly" as it is on your statement.*

Cardholder Name \_\_\_\_\_  
 Cardholder Address \_\_\_\_\_  
 Cardholder Address \_\_\_\_\_  
 Cardholder City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Master Credit Card  Visa Credit Card  Discover Credit Card  
 Master Debit Card  Visa Debit Card  American Express Credit Card

Card Number \_\_\_\_\_ Exp Date \_\_\_\_\_ / \_\_\_\_\_

( The 3 Digit IVC Code is the Imprint Verification Code on the back of the card ) I V C Code \_\_\_\_\_

Authorized By \_\_\_\_\_  
 (Printed Name) \_\_\_\_\_  
 Position / Title \_\_\_\_\_ Date \_\_\_\_\_

Request E-mail Confirmation?  Yes  No

E-mail Address: \_\_\_\_\_

*My signature authorizes this order to be shipped to the address listed  
 on my order unless a different address is noted below.*

*I also authorize anyone at the ship-to address to receive the merchandise for me*

Do you authorize this card to be used for future orders as well?  Yes  No

Please list your "ship-to" address if it is different from the one listed on your purchase order.

Store Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Thank you for your order! We appreciate your patronage!