

# CREDIT CARD AUTHORIZATION FORM

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## FILLING OUT THIS DOCUMENT

THIS DOCUMENT CAN BE FILLED OUT ELECTRONICALLY BY ENTERING YOUR INFORMATION INTO THE GRAY FIELDS. USE THE TAB BUTTON ON THE KEYBOARD TO MOVE BETWEEN THE FIELDS. ONCE COMPLETE, YOU CAN PRINT AND SELECT SAVE AS PDF TO EMAIL IT AS AN ATTACHMENT TO THE PERSON WHO SENT IT TO YOU. **MUST BE FILLED OUT COMPLETELY.**

## CREDIT CARD INFORMATION

CREDIT CARD TYPE:        

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRATION DATE (MM/YYYY) \_\_\_\_\_ CVN \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ CONTACT NAME \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME ON CREDIT CARD \_\_\_\_\_

BILLING CONTACT NAME \_\_\_\_\_ BILLING PHONE NUMBER \_\_\_\_\_

INVOICING / BILLING EMAIL \_\_\_\_\_

SHIPPING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NOTE: INFORMATION ABOVE MUST MATCH YOUR CREDIT CARD STATEMENT OR YOUR TRANSACTIONS MAY BE DECLINED.

## CREDIT CARD AUTHORIZATION

BY SUBMITTING THIS CREDIT CARD AUTHORIZATION FORM, YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND AND AGREE TO ALL TERMS. YOU ARE GIVING EXPRESS PERMISSION TO USE THE ABOVE LISTED CREDIT CARD FOR PURCHASE ORDER PREAUTHORIZATION AND FINAL INVOICING. ANY DATA ENTERED IN THE SIGNATURE FIELD BELOW COUNTS AS YOUR LEGAL SIGNATURE. THIS CARD WILL BE USED TO PROCESS MY FUTURE PURCHASE ORDERS. I UNDERSTAND THIS WILL AFFORD ME THE FASTEST PROCESSING TIME FOR MY ORDERS.

**COMPANY COMPLIANCE POLICY:**

ONCE AN ORDER HAS BEEN PLACED, THE CUSTOMER IS RESPONSIBLE FOR ALL CHARGES INCURRED. SET UP/DESIGN PERTAINS TO THE TIME AND MATERIALS USED BY OUR DESIGNERS TO GENERATE THE PRINT READY PRODUCT AND WILL REMAIN THE PROPERTY OF CJ GRAPHICS. FILE REQUEST FORMS CAN BE SUBMITTED WITH PREPAYMENT. WE UNDERSTAND THAT THERE ARE SITUATIONS THAT MAY ARISE IN THE PROCESS OF YOUR BUSINESS THAT WILL ALTER THE COMPLETION OF A PROJECT. IN THE EVENT THAT A JOB IS CANCELED OR HAS NOT HAD ANY ACTIVITY WITHIN THE LAST 30 DAYS, THE JOB WILL BE CLOSED AND PAYMENT COLLECTED FOR ANY TIME, MATERIALS, AND/OR SET UP. PLEASE KNOW THAT THE DESIGN WILL REMAIN IN OUR RECORDS FOR 3 YEARS.

**ALL PRICING PROVIDED BY CJ GRAPHICS REFLECTS CASH TERMS. A 3.99% SERVICE FEE WILL BE APPLIED TO ALL CARD SALES.**

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

POSITION \_\_\_\_\_ DATE \_\_\_\_\_