



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.

IT IS YOUR RESPONSIBILITY, WHEN PLACING AN ORDER, TO REVIEW THE COMPLIANCE POLICY AND FILE REQUIREMENTS. ALL ORDERS PLACED INDICATE ACCEPTANCE OF THESE POLICIES.

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. WE UNDERSTAND THAT THERE ARE SITUATIONS THAT MAY ALTER THE COMPLETION OF A JOB. IF A JOB HAS HAD NO ACTIVITY IN 30 DAYS WE WILL CLOSE THE JOB AND INVOICE FOR ALL TIME AND MATERIALS. THE FILE WILL REMAIN IN OUR SYSTEM FOR 3 YEARS. FILE REQUEST FORMS CAN BE SUBMITTED WITH PREPAYMENT. (1/26)

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_____
JAN 2026