



DATE: _____

Re: Credit Card Authorization for one-time or recurring transactions

Dear Customer:

In order to process your payment using your credit card, we request the following information. This information is to verify your credit card information and will be shredded after verification.

For those customers who have recurring transactions or a preauthorized order, we will keep your information on file in a secure system. Thank you.

PLEASE NOTE: A \$3.00 or 4% (whichever is greater) SERVICE CHARGE will apply to your transaction. Credit Card must be issued in the U.S.

CREDIT CARD TYPE (CIRCLE ONE): _____ **MASTERCARD / VISA / AMEX**

CARD NUMBER: _____

EXPIRATION DATE: _____

CREDIT CARD SECURITY CODE _____

CARD HOLDER NAME _____
(AS IT APPEARS ON CARD)

CARD HOLDER'S PHONE # (_____) _____

CARD HOLDER'S ADDRESS _____

WHERE STATEMENTS ARE MAILED _____

City: _____ **State:** _____ **Zip** _____

Amount/Recurring Amount (if known): \$ _____ + \$ _____
((\$3.00 or 4% Service Charge)

Recurring Frequency (CIRCLE ONE): MONTHLY · QUARTERLY · SEMIANNUALLY · ANNUALLY · UPON REQUEST

Recurring end date (CIRCLE ONE): ____/____/____ Termination of Mailbox Service Upon request by customer

I authorize MAIL & MORE ON HOLLYWOOD to charge my credit card for service(s) rendered and/or product(s) purchased. If this is for recurring charges, I understand the charges will continue until I cancel. I may, at any time, cancel my recurring charges by sending a written notice or email to Mail & More on Hollywood at least 2 days in advance of scheduled charge. I understand that there is NO REFUNDS once service is rendered.

DATE

CARDHOLDER'S SIGNATURE

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BELOW TO BE COMPLETED BY MAIL AND MORE ON HOLLYWOOD

Customer Call in Date _____ MAILBOX # _____ AV _____ VERIFIED BY _____