



CREDIT CARD AUTHORIZATION FORM

GENERAL INFORMATION

Date _____

Invoice Number _____

First Name _____

Last Name _____

The card is Personal | Business

Business Name _____

Card Number _____

Visa | Mastercard | Discover | Amex

Expiration Date _____

3-Digit CVC Code _____

Transaction Amount _____

Billing Address _____

City _____

Zip Code _____

Phone _____

Accountant _____

OFFICE USE ONLY

Attach receipt here.

TERMINAL INSTRUCTIONS—CREDIT SALE (CARD PRESENT)

- Press 1
- Choose CREDIT
 - Select the desired card type
- Enter sale amount and press ENTER
 - Enter surcharge amount and press ENTER
- Swipe or insert card or key in card number
 - Select desired language
 - Have customer enter PIN on PIN pad and press ENTER
- Terminal dials out, receipt prints
 - Duplicate copy, press YES
 - Remove card

TERMINAL INSTRUCTIONS—CREDIT SALE (OVER PHONE)

- Press 1
- Choose CREDIT
 - Select the desired card type
- Enter sale amount and press ENTER
 - Enter surcharge amount and press ENTER
- When prompted to Swipe/Insert/Key enter card number and press ENTER
 - Enter 4-digit expiration date (MMYY)
 - Is card present, select NO
 - Enter 3-digit CVC number from back of card
 - Select 2 for Phone Order
 - Enter order/invoice number and press ENTER. If none, just press ENTER
 - Enter address (type in the house number only) and press ENTER
 - Enter 5-digit zip code
- Terminal dials out, receipt prints
 - Duplicate copy, press YES

WE APPRECIATE YOUR BUSINESS. Thank you for allowing us to serve you this year.