

## Credit Card Authorization Form

We accept *Visa, MasterCard, Discover, and American Express.*

I, \_\_\_\_\_, do hereby authorize Workplace Elements to charge the below referenced credit card as described below.

**Credit Card #:**

**Expiration Date (mm/yy):**

**Three Digit code from Back of Card:**

**Full Name on Card:**

**Billing Address for Card**

Street:

City, State, Zip:

Phone #:

Fax: \_\_\_\_\_ Please check, if fax receipt requested.

**Purchase Information**

\_\_\_\_\_ This authorization in for a one time purchase to be charged at invoicing.

To process this transaction, please provide

**Proposal #:**

**Company Name:**

\_\_\_\_\_ This authorization is for payment of **Invoice #:**

\_\_\_\_\_ **Deposit** To be charged immediately for the amount of \$ \_\_\_\_\_

\_\_\_\_\_ **Balance**: Upon Invoice

Additional Special Instructions:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date of Authorization