

## Credit Card Payment & Guarantee Form

**NOTE: PER COMPANY POLICY ALL CREDIT CARD ORDERS ARE CHARGED A 3% ADMIN FEE.**

Please be advised, our company policy states we must do a pre-authorization to all credit card orders for the order total plus an additional 35% to cover any potential order changes/shipping. Note, this is a hold on funds, and will be released as soon as your order ships.

Date \_\_\_\_\_

PO# \_\_\_\_\_

By filling out this form you are agreeing to allow  
PromoMatting to keep your card on file for future orders.

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Debit cards are not accepted**

Credit Card

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Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

CCID (3 digit code on back of card) \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
(if different than above)