



## Customer Credit Card Charge Authorization

In order for **READ AND COMPANY** to charge an invoice(s) to your credit card we need the following information filled out by the card holder.

When a credit card is used to pay for an order, it must be given at the time of order entry; the card will be charged when the product ships.

**If a credit card is used to pay off an outstanding balance, a 2.5% for Visa or MasterCard or 3.5% for AMEX service fee will be added to the balance of invoices being settled.**

Account Name \_\_\_\_\_ Account # \_\_\_\_\_

Personal or Business CC? \_\_\_\_\_ Phone # \_\_\_\_\_

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

Credit Card Billing Address: \_\_\_\_\_  
\_\_\_\_\_ Zip Code \_\_\_\_\_

Credit Card # \_\_\_\_\_ Visa [ ] MC [ ] Amex [ ]

CCV # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Invoice Number(s)	Amount
_____	_____
_____	_____
_____	_____

I give **READ AND COMPANY** authorization to charge the amount(s) above to my credit card.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Card Holder