



CREDIT CARD FORM

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Please note: If payment by credit card is preferred, a 3% processing fee will be added to the total.

Date: _____

Type of Credit Card:

Visa

MasterCard

American Express

Credit Card Number: _____

Expiration Date: _____ V-Code: _____

(Verification Code is the last three digits in the signature strip on the back of the credit card for Visa and Mastercard, or the four digit code above the credit card number on the front of American Express cards)

Name on Card: _____

Company Name on Card (if applicable): _____

Billing address for Credit Card: _____

City: _____ State: _____ Zip: _____

Print Name

Authorization Signature

Company Name

() _____
Phone Number

Email address: _____

Charges are for (list event or meeting): _____

Invoice # _____ Amount \$ _____

!! IMPORTANT !!

Please complete this form and the event/meeting form and return both by email or fax.

Information must be received in writing.

A receipt and paid invoice will be sent to you when charges are made on your account.

For security purposes, your credit card information will not be kept on file.

New information will be needed for each new charge/transaction.