



## Credit Card Authorization Form

When an order needs to be shipped to an address different from the billing address, or an order is over \$100, we need to obtain authorization. You can either add the second address as an authorized alternate shipping address by contacting your credit card provider, or you can complete and fax the form back to us.

### ***Instructions***

1. Complete the form by printing legibly with a dark pen. All billing and shipping information in the blanks below.
2. Sign with the credit card holder's signature on the line indicated.
3. Include photocopy of the **front** and **back** of the signed credit card.
4. Fax all this form, along with the photocopy of the signed credit card, back to us toll free to our secure fax machine at **818.840.0877** to complete your order.

I, \_\_\_\_\_, hereby authorize ARCHION to charge my credit card account in the amount of \$ \_\_\_\_\_  
(including shipping and/or taxes, if applicable.)

Frequency of charge: **(Please check the appropriate space and initial)**

Once \_\_\_\_\_ Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_

### **Type of card:**

Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Amex \_\_\_\_\_

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

Credit Card Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CVC Code (Last three digit number on the back of the card) \_\_\_\_\_

Four digits on front of card (Amex only) \_\_\_\_\_

### **Credit Card Billing Address**

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

### **Requested Shipping Address**

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

As the credit card holder, I hereby authorize receipt of merchandise at the shipping address above.

Cardholder's Signature \_\_\_\_\_ Date \_\_\_\_\_

Your completion of this authorization form helps us to protect you, our valued customers, from credit card fraud. All information entered on this form will be kept strictly confidential by ARCHION. Complete and fax all documents required to: 818.840.0777

700 S. Victory Blvd. Burbank, CA 91502 Toll Free (888) 655-8555 Tel. (818) 840-0777 Fax (818) 840-0877