



**CREDIT CARD PROCESS REQUEST FORM**

To:		From:	
Date/Time:			

Credit Card Number:	
Expiration Date:	
CVV/CVC # (on back of card):	
Name on Card:	
Credit Card Billing Address: <b>Street address &amp; zip code required</b>	
Company Name:	
BPI Customer Number:	
BPI Sales Order Number:	
Customer's P.O. Number:	
Labor and/or Equipment Total:	
Sales Tax (     %):	
Shipping & Handling:	
Total Charge Amount:	
E-mail Receipt To:	

**Business Name (print):** \_\_\_\_\_

**Name on Card (print):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Signing indicates authorization for total charge amount listed above.

**FOR INTERNAL USE ONLY**

Result:	Declined <input type="checkbox"/>	Approved <input type="checkbox"/>
Authorization Number:		
Authorization Date:		
Processed By:		

**Include last four digits of credit card number, approval code, and total amount charged in order notes in P21. Add completed form to sales order file as a permanent record of the approval.**