

## Why This Form?

When an order needs to be shipped to an address different from the billing address, or on orders over \$100, we need to obtain written authorization from the purchaser (much like signing a charge slip in a local store). Please complete and fax the form below back to us at our toll free secure fax machine. For alternate address issues, in lieu of this form, you can contact your credit card provider and have them add the ship to address you desire to your account. We must be able to get an approval code from them using that address, in order to ship, however.

### Before Returning This Form

#### Make Sure You Have:

- ✓ Completed the form by printing legibly with a dark pen, all billing and shipping information in the blanks below. Make sure you have included the order or item number so we can reference your payment to an order in our system.
- ✓ Signed with the credit card holder's signature on the line indicated.
- ✓ **FOR ORDERS OVER \$300 ONLY!** Include a copy of your state issued ID card with your photo, or passport or driver's license with signature. (Not required for orders under \$300.)

### Credit Card Information

Order Number / Item Number: \_\_\_\_\_

Ordered From:  Emissions.com  eBay.com  Amazon.com

I, \_\_\_\_\_, hereby authorize Manage My Printing, Your Office Stop, or Your Laptop Stop to charge my credit card in the amount of \$\_\_\_\_\_ (include shipping and/or taxes, if applicable).

Type of Card:  VISA  MASTERCARD  AMEX  DISCOVER

Last 4 Digits of Credit Card \_\_\_\_\_

Expiration Date: \_\_\_\_\_

### Credit Card Billing Address

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

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

### Requested Shipping Address

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

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

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

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