



1700 Stephen Street
 P.O. Box 347
 Little Chute, WI 54140
 (920)788-7720 or (800)236-7914

REQUIRED INFORMATION TO PROCESS CREDIT CARD

CUSTOMER (COMPANY) NAME (ie - ABC Company)	
CARDHOLDER'S NAME (ie - John Smith)	
TYPE OF CARD (m/c, visa, discover)	
CARD ACCOUNT NUMBER	
EXPIRATION DATE	
CARD CODE (key code that follows card # in signature box on back of card)	
STREET ADDRESS OF CARD HOLDER ("Bill To" street address by credit card company)	
ZIP CODE OF CARD HOLDER (ZIP Code of "Bill To" address by credit card company)	
INVOICE # (Note "Blanket" if for all credit card orders processed on customer's behalf)	
AMOUNT TO BE CHARGED (Note "Blanket" if for all credit card orders processed on customer's behalf)	\$ (plus Shipping, Tax, and 3% Convenience Fee)

Revised 9/2/09

 Signature of Authorized Card Holder

 Date