



Web Site

www.atlasengineeringco.com

E-Mail

atlas-engineering@sbcglobal.net

Fax 949-548-5315



atlasengineering

AUTHORIZATION FOR CREDIT CARD PROCESSING

Dealer Atlas Engineering
 Invoice # N/A
 Customer Name _____

Name on Card _____
 Billing Address _____

Credit Card Number _____
 Security Code _____
 Expiration Date _____

VISA \$ _____ -
 MasterCard \$ _____ -
 Pay Pal \$ _____ -
 Shipping and Handling 10% \$ _____ -

TOTAL OF CREDIT CARD CHARGE \$ _____ - USD

SPECIAL INSTRUCTIONS:

 Your Signature Date

FINANCE USE ONLY:			
Card confirmation number	_____	Received	____ / ____ / ____ am/pm
Dollar Amount	\$ _____ -	Processed	____ / ____ / ____ am/pm
<input type="checkbox"/> Notification sent	____ / ____ / ____		
<input type="checkbox"/> Posted to customer's account	____ / ____ / ____		
<input type="checkbox"/> Card Denied	____ / ____ / ____		
Reason	_____	AR Administrator Signature and Date	
<input type="checkbox"/> Notification sent	____ / ____ / ____		

All credit card information must be COMPLETED on this form before considered received by Finance.
 It is the policy of Finance to process all received credit card forms within a 48 hour window unless there are equipment technical difficulties that prohibit or adversely affect the actual processing of cards or posting. If a card is denied, Finance will provide notification within the 48 hour window. If a new card number is supplied for a denied credit card the 48 hour window will begin at time of receipt of the new card number.
 If clarification of credit card policies and procedures is required please contact the accounts receivable coordinator.
 If clarification of credit card policies and procedures is required please contact the accounts receivable coordinator.