

FAX TO: 866-258-0053
ATTN: Accts Receivable

For HELP: Call 1-800-241-5458

AUTOMATIC PAYMENT By Credit Card Authorization Form

Your Company Name: _____ **Account #:** _____

Use this form to authorize us to charge your Credit card for your scheduled online ads, magazine ads or bridal booth purchases. Be sure to fax in your form at least 15 days before the 1st due date to protect your discounts. Your account will be credited on the date our bank receives the funds from your credit card company. All information is required.

- 1). **Select Type of Card:** **AMEX** **DISC** **MASTERCARD** **VISA**
- 2). **This Form is For:** **New Card** **Change My Card** **Cancel Card**
- 3). **Card Number:** _____ - _____ - _____ - _____ **Exp Date:** ____/____
- 4). **SECURITY CODE** (3-digits on back of card on far right side): _____
- 5). **Person or Business Named on Card:** _____
- 6). **Address Credit Card Bills are mailed to:**
Street: _____
City: _____ **State:** ____ **Zip:** _____
- 7). **Card Holder's Phone #:** (_____) _____ - _____
- 8). **Monthly amount you are authorizing us to charge your card:** \$ _____
- 9). **Terms for Monthly automatic credit card charges.**
 - a. You agree to let us charge your credit card listed above each month that your ad is scheduled to run, so that we receive your payment at our bank by the 20th of the month (or prior business day if the 20th falls on a weekend or a holiday).
 - b. If your credit card payment is rejected for any reason, we will contact you to provide us a replacement card, or you may choose to mail us a check each month for that issue.
 - c. You confirm that you understand that a requirement to retain your prepayment discounts is that we receive full payment for each ad and ad prep by its respective due date. After the due date, your rate will revert to the open rate.
 - d. You may change the card we charge or cancel your automatic payment program anytime you wish by sending us new credit card data or by checking words CANCEL CARD.
- 10). **Blanket Authorization:** _____ (initials) **You also authorize us to charge invoices for bridal shows or brochures to this card when I sign new contracts.**
- 11). **CARD HOLDER'S SIGNATURE:**

By: _____ Title: _____ Date: ____/____/____