

1700 Stephen Street - P.O. Box 347 - Little Chute - WI - 54140 Telephone - 920-788-7720 - Fax 920-788-7739

Please send completed form to : <u>label@securepayment.hrtlp.com</u>

## **REQUIRED INFORMATION TO PROCESS CREDIT CARD**

CUSTOMER (COMPANY) NAME (ie - ABC Company) as it appears from on credit card	
company	
CARDHOLDER'S NAME (ie - John Smith) as it appears from on credit card company	
TYPE OF CARD (Mastercard, Visa, Discover, American Express)	
CARD ACCOUNT NUMBER	
CARD EXPIRATION DATE	
COMPLETE ADDRESS (street address, city, state, ZIP Code) of "Bill To" address by credit card	
company	
QUOTE # OR INVOICE # TO BE PAID	
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 02/08/2023

Signature of Authorized Card Holder

Date

Email Address to forward credit card receipt \_\_\_\_

(note: complete card number is not printed on receipt for security purposes)