

Credit Card Details Form

This form should be completed for every credit card transaction to be manually processed. The completed form should be passed to Accounts.

The information contained on the form should be obtained by telephone only. Credit card information must never be exchanged by email.

Customers should be strongly encouraged to use our secure online payment facilities, available when they log into the Customer Centre on the website.

1. Ask for card details (overwrite the white placeholders below)

Card Type (*circle appropriate type*)

Visa MasterCard Amex Other(please specify).....

Start date __ / __ End date __ / __

.....

Name on card

Card security code (*3 digits from signature strip / 4 digits from front of card for Amex*)

.....

Confirmed credit card surcharge with customer

Yes / No / Not applicable to sales territory

2. Ask for billing address

Credit Card Billing Address

.....

Country Post code.....

Note: ensure that the billing address is also added to Netsuite before handing form to accounts

3. After the call - complete these details to match the payment to the correct customer and order

Customer number & company name

C.....

Invoice Number

IN.....

Payment Currency

.....

Payment Amount

.....

For Accounts Use Only

Destroy by shredding once transaction has been manually processed.