



# Credit Card Transaction Authorization Form

Dear Valued Customer,

Thank you for your order. Please complete this authorization form and save/email or fax it back to our customer service department. Once your completed form is received, your credit card information will be verified for approval within 24 hours. Upon approval, your order will be processed and your leadtime will begin. Within 48 hours an order confirmation will be generated and faxed back to you. This confirmation will also act as a credit card receipt.

## Order Information:

Customer Name: \_\_\_\_\_ Fax#: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Date Received: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Purchase Order/Invoice #: \_\_\_\_\_

Product Total (Net): \$ \_\_\_\_\_ (Estimate)

Freight (if applies): \$ \_\_\_\_\_ (Estimate)

Grand Total: \$ \_\_\_\_\_ (Estimate)

## Name and Address on card application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

ZIP/Postal Code: \_\_\_\_\_

Card Applicant

Phone #: \_\_\_\_\_

## Credit Card Transaction Authorization Form

AMEX  MasterCard  Visa  Discover

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

\* For confidentiality and security reasons, you may choose not to complete this boxed section, and instead, give us your credit card type, number and expiration date over the telephone.

Billing address of credit card:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

ZIP/Postal Code: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Multiple Purchase Option:** For your convenience (so as not to have to complete this form on every order), you have the option of allowing Great Openings to use this information and signature to approve future purchase orders. I hereby authorize Great Openings to charge the above credit card for my future purchases with the following time limit.

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Effective immediately, credit card payments in excess of the following thresholds will be subject to a 2.16% transaction fee.**

Type of Sale	Credit Card Threshold (Per Sales Order)	Fee for Amount Over Threshold
Commercial	\$10,000.00	2.16%
GSA - Project in USA	\$20,000.00	2.16%
GSA - Project Not in USA	\$30,000.00	2.16%

If you do choose to pay an invoice that totals more than \$10,000 with your credit card and absorb the 2.16% transaction fee, please [contact Kim Asiala kim.asiala@metalworks1.com](mailto:kim.asiala@metalworks1.com), and she will gladly help you with that transaction.

As always, you may avoid this 2.16% fee by paying via check, or we can easily arrange for ACH payments or a wire transfer. We appreciate your business! Thank you for your understanding and continued support.

Save this form, then email to: [goorders@greatopenings.com](mailto:goorders@greatopenings.com) or print and fax to 231-843-6373