



**Credit/Debit Payment Information Form:**

**Card Information**

**Card Type:** (choose one): Visa\_\_\_\_ AmEx\_\_\_\_ Discover\_\_\_\_ MasterCard\_\_\_\_

**Name on Card:** \_\_\_\_\_

**Card #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Expiration Date (mm/yy):** \_\_\_\_/\_\_\_\_ **Security Code #:** \_\_\_\_\_

**Invoice Information**

**Client Name:** (if different than name on card): \_\_\_\_\_

<b>Invoice #(s):</b>	<b>Invoice \$ Amount(s):</b>
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
<b>Total Amount:</b>	<b>\$ _____</b>

**Should this card be kept on file (is this an ongoing project/client)?** Yes\_\_\_\_ No\_\_\_\_ (choose one)

**Any other notes?** (card limits, approval process, alternate people authorized to use this card, etc.):

-----**Internal Use Only**-----

**Who Received this information?** Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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