



PORTLAND PAPER PRODUCTS
& JANITORIAL SUPPLIES

OFFICE USE ONLY

Customer Number:

Credit Card Authorization

AUTHORIZATION

Authorization to purchase products, goods, and services from Portland Paper Products on a continuing basis using the credit cards described herein and the terms described below, unless otherwise instructed in writing by the credit card holder.

Company Name

CREDIT CARD INFORMATION

Credit Card Number		Expiration	Card Type <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Other
Billing Address			
City	State	Zip	Emailed Receipt <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone	Email		

As the credit card holder, I hereby authorize receipt of merchandise at the shipping address above.

Cardholder's Signature

Date

APPLICANT'S AUTHORIZATION & AGREEMENT

I, (print name) _____, the undersigned hereby states that the above described credit card is in my name and that I authorize its use to purchase products and services from Portland Paper Products and that the total purchases cost will be priced by the United States Currency. Orders for sold goods are to be placed by the representatives and employers of the above described company via telephone, fax, computer transmission, in writing or verbally to filed sales representative. Credit card will be charged upon delivery of goods.

NOTICE OF TRANSACTION FEES

Visa, Discover, Amex, and Mastercard credit cards are accepted with a 3% convenience fee per transaction. Transaction fees would not apply to alternate payment in the form of ACH or check.

SUBMISSION OF INFORMATION

Please complete all required information and mail to **Portland Paper Products, 405 Western Ave #158, South Portland, ME 04106** or email to **accounting@portlandpaperproducts.com**.

Your completion of this authorization form helps us to protect you, our valued customers, from credit card fraud. All information entered on this form will be kept strictly confidential by Portland Paper Products.