



## PROFESSIONAL ID CARDS, INC

Identify Yourself

P.O. Box 328, Niles, Ohio 44446

Toll Free 1-888-902-2273

Fax 330-856-6418

[www.ProfessionalIDCards.com](http://www.ProfessionalIDCards.com) or [www.photoidbadges.com](http://www.photoidbadges.com)

### Credit Card Authorization Form (Government purchase orders accepted)

The undersigned hereby authorizes **Professional ID Cards, Inc.** to charge their company and/or personal credit card and agrees to pay said charges for purchases made from **Professional ID Cards, Inc.** for the following: photo ID cards, photo ID badges, setup fees, labor costs, shipping and handling, lanyards, clips, or other items the customer orders and agrees to purchase from this company as per our quote either via verbal, fax, email, or other method accepted by the customer, or by the customer placing an email order or order from our website(s): [www.professionalidcards.com](http://www.professionalidcards.com) and/ or [www.photoidbadges.com](http://www.photoidbadges.com).

Please complete and either email or fax to us at addresses listed above.

Credit card type: (Circle One)    MasterCard                  Visa                  American Express                  Discover

Company name: \_\_\_\_\_

Credit card number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Security code from back of credit card (last 3 numbers) \_\_\_\_\_

Issuing Bank or Institution: \_\_\_\_\_

Bank or Institution phone number on back of credit card: \_\_\_\_\_

Customer's Name as it appears on card: \_\_\_\_\_

Customer's credit card billing address: \_\_\_\_\_

Customer's Telephone number listed with your credit card company: \_\_\_\_\_

**REFUND POLICY:**

Furthermore, the undersigned purchaser hereby agrees that the \$24.95 setup fee will be charged prior to our beginning work on the design and layout process. I understand that once the design and layout work begins, no refund will be issued for the design and layout fee. If the ID cards or ID badges are cancelled PRIOR to printing but AFTER the design and layout work has begun, we will allow cancellation of said order, however, the design and layout fee will NOT be refunded.

Any misprinted ID cards or ID badges resulting from error on the part of *Professional ID Cards, Inc.* will be replaced free of charge. Any misprinted ID cards or ID badges where the error is on the part of the customer for any reason and the ID cards or ID badges have been printed, no credit will be issued. Corrected ID cards and/ or ID badges will be reprinted only after the customer agrees to additional charges as originally quoted in the "per card" or "per badge" price.

I have read the above, including the refund policy, and agree with this information:

Customer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Name PRINTED: \_\_\_\_\_