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# CREDIT CARD PROCESSING FORM

ALL INFO TO REMAIN CONFIDENTIAL

Date: \_\_\_\_\_

Amount to Charge: \$ \_\_\_\_\_

Card #: \_\_\_\_\_

Exp.: \_\_\_\_ / \_\_\_\_ Sec. Code: \_\_\_\_\_

Description: (booth deposit / balance, sponsorship, etc.) \_\_\_\_\_

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

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

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

Billing City / State / Zip: \_\_\_\_\_

Email receipt to: \_\_\_\_\_

NOTES: \_\_\_\_\_

**NOTE TO CARDHOLDER:** Unless otherwise noted, if 50% booth deposit is submitted by credit card, the outstanding booth balance payment will automatically be processed on July 7, 2020 using the card on file if final payment has not been received by that date. ***If you do not wish for your booth balance payment to be automatically processed, please check the box below.***

Do NOT automatically run my card on July 7. Contact me to authorize final payment of booth balance.

## FOR OFFICE USE ONLY

Call Taken by: \_\_\_\_\_ Date: \_\_\_\_\_ Callback #: \_\_\_\_\_

Transaction Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Transaction ID: \_\_\_\_\_

Receipt Sent Date: \_\_\_\_\_

Notes: \_\_\_\_\_

Call Taken by: \_\_\_\_\_ Date: \_\_\_\_\_ Callback #: \_\_\_\_\_

Transaction Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Transaction ID: \_\_\_\_\_

Receipt Sent Date: \_\_\_\_\_

Notes: \_\_\_\_\_