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| |  | | --- | | [http://www.macmall.com/croppedWidgets/globalImages.hdrLogo.jpg](http://www.macmall.com/home) | |  | |  | |

**CREDITCARD REQUIREMENTS**

Attention Client:

Thank you for your order.

It is the policy of our company to verify and confirm all aspects of orders. Transactions placed involving any of the following traits;

• On credit/debit cards not issued in the United States.

• Clients that are not located in the United States

• Are not present at the delivery location involve additional verifications implemented to protect the true identity card holder and our company.

**Thank you in advance for providing the required documentation faxed to 310-630-5094**

1. Photo Identification (Passport)

2. Both sides of the card being used.

3 A recent billing statement from the issuer.

4. Proof of relationship to the shipping address.

a. Copy of your recent utility bill.

b. Your paid freight forwarding/courier invoice with your client name associated at the delivery address.

Resident and/or Business associated with the billing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number (land line) listed at the address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The card issuer must have all addresses involved with the order registered for confirmation.**

Contact information to card issuer:

Bank name and telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In addition, the letter below must be signed and with previously requested documentation.

I acknowledge and accept the charges for order number \_\_\_\_\_\_\_\_\_\_\_\_in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_(specific amount) being placed on my \_\_\_\_\_\_\_\_\_\_\_\_\_ card(issuer).

This letter substantiates that I have authorized the use of this card and my information for the purposes of conducting this transaction with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (company name).

Address the monthly billing statement is sent to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(as it appears on the card)

(printed):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Note-often it is best to select a lighter tone setting when faxing to prevent too dark an image upon receipt.

**\*Confidential** This e-mail and any files transmitted with it are the property of this company and/or its affiliates, are confidential, and are intended solely for the use of the true identity card holder and this company. Items received may be retained or destroyed at the discretion of the company or shared in response to subpoena.