A Hardware & Media Solutions Company

Credit Card Charge Authorization Form

Videotape Products Inc.
2721 W. Magnolia Blvd.
Burbank, CA 91505
Phone: 818-566-9898
Toll Free: 800-422-2444
Fax: 818-566-8989

Please complete and fax to 818-566-8989

VTP Salesperson: _____

I hereby authorize VTP to charge my orders as requested to the credit card referenced below:

I am authorizing the amount of: _____

For the purchase of: _____

Plus Tax (if applicable): _____

Plus Inbound Freight (if applicable): _____

Plus any shipping/delivery charges (circle preferred method)

UPS Ground: _____ FedExP1: _____

UPS Red: _____ FedEx2Day: _____

Other:

Insure my shipment for the value of: _____

I also approve that: a service charge of 2.5 % of the amount charged will be added to my total, canceled orders are subject to a 20% Restock Fee, and the 2.5% handling fee and all shipping costs are non-refundable.

Cardholder Signature of Approval: _____

SHIPPING INFORMATION

Company Name/Ship To: _____

Address: _____

City: _____ State: _____ Zip Code: _____

CREDIT CARD INFORMATION

Cardholder Name: (please print) _____

Credit Card Type: (circle one) Visa Master Card American Express

Credit Card Number: _____ Expiration Date: _____

Verification/Security #: _____ (For American Express, this is the 4-digit number located on the front ABOVE the right of your credit card number)

YOU MUST ATTACH COPIES OF YOUR CREDIT CARD & PHOTO ID

Additional Instructions: _____

_____

_____

IMPORTANT!

You may print this form, fill it out, and return it with a copy of the front of your credit card and photo driver's license ID to VTP to place your order. Receipt of this form by VTP does not constitute acceptance of an order until a full verification of your order is made, including proof of identity. Your credit card will be charged for any shipping/delivery costs incurred by VTP at the prevailing shipping rates based upon such factors as weight, size, number of pieces, distance, and if special handling or packaging is required, and if you request the shipment to be insured. VTP will only ship domestically within the U.S. to the address of the cardholder.

Please complete and fax to 818-566-8989