Credit Card Information Required for All Phone Orders

Cardholder Name:_____
(Name as listed on Credit Card)

Cardholder Address:_____
(Billing Address, City & Zip Code)

Cardholder Phone #:____(_____)_____

Credit Card Type: _____ Expiration Date:_____
Visa, MasterCard, American Express, Discover or Debit

Card Number:_____ Security Code:_____
(3 digits from back of card)

Bruce Bauer Lumber & Supply Order No:_____ Invoice No:_____

Order Taken by:_____ Date:_____
(Bruce Bauer Employee)

Delivery Address:_____
(If different from billing address)

Cross Streets:_____

Customer Instructions for delivery:

1. Cardholder must be present to sign and produce the credit card for inspection along with a valid photo ID. Delivery driver is to verify the signature and identity of the customer against the photo ID. **If cardholder will not be available then you must fax an approval form in advance with customer signature stating they approve the telephone credit card transaction.**

2. The cardholder must sign the credit card original copy and the delivery paperwork acknowledging receipt of materials. Our driver will give the customer a copy of the credit card purchase (duplicate receipt), but must bring back the original signed merchant copy.

3. If these conditions aren't met then the driver must return with the material

4. If sales staff is requested by the customer to call in advance of the delivery, then staff should repeat to the customer the above requirements and confirm that the cardholder will be on site to sign the appropriate paperwork.

Authorized by:_____
(Customer Signature)

Print Name:_____ Date:_____