

LITTLE BOHEMIA *rentals*

CREDIT/DEBIT CARD AUTHORIZATION FORM

In order for Little Bohemia Rentals to process your payment/deposit, this form must be COMPLETELY FILLED OUT AND RETURNED via email or fax. *Please submit this authorization with a photocopy of the cardholder's state issued identification, as well as front and back side of the credit card.

I, the undersigned, authorize Little Bohemia Rentals to charge my credit card account described below upon request.

Company Name: _____ Job Name & Number: _____

Name on Card: _____ Card Holder's Phone Number: _____

Card #: _____ Expiration Date: _____ 3 or 4 Digit CSC Code: _____

Billing Address: _____ Billing Zip Code: _____

All persons who may be authorized to place orders on behalf of card holder: _____

Email of Authorized representative for this job (IE Coordinator): _____

I understand (and agree to) the following:

- All of the information listed above is true and correct.
- Rental Fees will be charged to my Credit/Debit card AT THE TIME OF SHIPPING (PICK UP).
- Confirmed orders that are cancelled after they have been packed and staged on the shipping dock are subject to a minimum 25% re-stocking of rental total.
- Late and Loss/Damage fees will be charged to THIS CARD, pursuant to the terms of the Rental Agreement signed by the above production company's authorized representative.
- The Rental prices/totals listed on an Order/Estimate reflect a DISCOUNT for payment by CASH/COMPANY CHECK. Accounts choosing to pay by Credit Card will be INVOICED at the prices/totals listed on an Order Estimate PLUS 3%.

Card Holder's Signature: _____ Date: _____

We do not keep cc info on file unless requested.

*REVISED JANUARY 2020