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## Credit Card Authorization Form

(fill out, print, and sign the form)

Please complete and sign this authorization form. All fields are required. Your credit card will be billed automatically for the amount indicated and charges will state **COMPANY NAME** on your statement. You may cancel this automatic billing authorization with 30-days' notice by contacting us in writing.

### Customer Information

Customer Name

Telephone Number (include area code)

### Payment Information

I authorize **COMPANY NAME** to charge the card listed below as follows:

Amount:

Frequency

☐ Monthly

☐ Quarterly

☐ Annually

Start billing on:

or ☐ immediately

### Credit Card Information

Credit Card Type ☐ Visa ☐ MasterCard ☐ Amex ☐ Discover ☐ Other

CVV #

Credit Card Number

Expiry Date

Cardholder's Name (as shown on credit card)

Billing Address

State

Zip Code

Cardholder's Signature

Date

Fax this agreement to 123-123-4567  
Or mail to: **COMPANY NAME** - 123Park Avenue, Michigan 69789 MI

# Readytouse Business Forms

**William S. Swan**



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**Forms and Agreements** Martha Maeda,2011 Book CD ROM Those who wish they had a resource in which every possible small business form and agreement they have ever encountered was located can breathe a sigh of relief This encyclopaedia is the answer as it will provide small business owners with ready to use checklists worksheets forms contracts and human resource documents Inside these pages you will find over 250 essential documents for all your hiring firing intellectual property Internet technology legal merger acquisition money fundraising sales marketing and starting a business needs In essence this book is a small business survival kit packed with materials you can use for every aspect of your job This encyclopaedia and companion CD ROM focuses on the issues situations and tasks that you as a small business owner face every day when running your business such as incorporation board and shareholder resolutions partnership agreements business plans insurance employee applications employment policies termination job descriptions employee benefits sales and service contracts bills of sale invoices press releases raising capital venture capital license agreements confidentiality and non disclosure agreements letters of intent term sheets domain names e commerce contracts release forms demand letters litigation and arbitration Included in this comprehensive book are hundreds of easy to implement tools contracts forms and checklists that will help you organise your business and make it easier to manage while increasing your bottom line With its professionally organised format this book takes you step by step through the valuable forms which may be easily printed out and customised thanks to the convenient companion CD ROM      **The Complete Dictionary of Insurance**

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