



# Events a la Carte

► The Event Planner ◀

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## Credit Card Authorization and Payment Guarantee

To process your order(s), we will need your Visa or MasterCard number on file. You will be invoiced with your balance due. We would prefer that you pay by check.

***Make checks payable to Events a la Carte.***

Balance must be received in our office WITHIN 14 DAYS OF THE EVENT DATE.

On day 15 we will charge the balance due to the credit card on file.

If this occurs, you no longer qualify for the cash/check discount of 5%.

5% will be added to your balance due paid by credit card.

Please sign this form stating that you agree with this guarantee and authorization.

Fax a copy to our office within 48 hours to confirm your order.

*Invoice Options (please check one)*

Fax invoice       Email invoice

Client's: Name

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Fax Number

\_\_\_\_\_

Email Address

\_\_\_\_\_

Credit card type

\_\_\_\_\_ Visa or MasterCard

Credit card number

\_\_\_\_\_

Expiration date

\_\_\_\_\_

Exact name on card

\_\_\_\_\_

Agreed (signature)

\_\_\_\_\_