



## The UPS Store® House Account – Credit Card Authorization Application Form

(All fields are required. Incomplete or false information listed on this application will result in termination of the account.)

Customer Name:		Date:
Business (House Account) Name:		
Home (Billing) Address:		
City:	State:	Zip Code:
Business Phone:	Home Phone:	
Fax:	E-Mail:	

Name of individual(s) authorized to charge purchases: <i>(other than Customer listed above)</i>
1.
2.
3.

☐ Check here if you wish to authorize charges by any individual listed on your Credit Card Account.

Credit Card to be billed: <input type="checkbox"/> AMEX <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover		
Name of Account Holder*:		
Complete Credit Card Number:		
Billing Address [if different from above]:		
Billing Zip code:	Expiration Date:	CVV#:
*Note that your card issuer may provide us with updated card account information		

Payment Options: You understand that you will receive an Account Statement based on the billing frequency selected below (upon completion of services rendered, weekly or monthly). Check to indicate your payment preference method and frequency below:

<input type="checkbox"/> <b>CHECK HERE IF YOU WISH TO BE BILLED UPON COMPLETION OF SERVICES EXECUTED</b>
<input type="checkbox"/> Charge your credit card end of business day upon completion of services executed. You hereby authorize the Center to charge the balance shown on the House Account Statement upon completion of all services requested to the credit card indicated above at the close of business following services performed. This authorization shall continue until you notify the Center otherwise in writing or upon the cancellation of your House Account by either the Center or you.
<input type="checkbox"/> <b>CHECK HERE IF YOU WISH TO BE BILLED AND PAY MONTHLY</b>
<input type="checkbox"/> Charge your credit card each month. You hereby authorize the Center to charge the balance shown on the House Account Statement each month to the credit card indicated above on or after the 15 <sup>th</sup> day following the Statement date. This authorization shall continue until you notify the Center otherwise in writing or upon the cancellation of your House Account by either the Center or you.
<input type="checkbox"/> Pay by check each month. Payment by check must be received by the Center no later than the 15 <sup>th</sup> day of the month for charges incurred during the previous month. If your check payment is not received by the 15 <sup>th</sup> , you hereby authorize the Center to charge the balance shown on the House Account Statement to the credit card indicated above. This authorization shall continue until you notify the Center otherwise in writing or upon the cancellation of your House Account by either the Center or you.
<input type="checkbox"/> <b>CHECK HERE IF YOU WISH TO BE BILLED AND PAY WEEKLY</b>
<input type="checkbox"/> Charge your credit card each week. You hereby authorize the Center to charge the balance shown on the House Account Statement each week to the credit card indicated above on or after the 10 <sup>th</sup> day following the Statement date. This authorization shall continue until you notify the Center otherwise in writing or upon the cancellation of your House Account by either the Center or you.

☐ Pay by check each week. Payment by check must be received by the Center no later than the 10<sup>th</sup> day following the Statement date for charges incurred during the previous week. If your check payment is not received by the 10<sup>th</sup>, you hereby authorize the Center to charge the balance shown on the House Account Statement to the credit card indicated above. This authorization shall continue until you notify the Center otherwise in writing or upon the cancellation of your House Account by either the Center or you.

\*Note that your card issuer may provide us with updated card account information

Center will issue Account Card(s) to identify Customer's ("you" or "your") House Account pursuant to your instructions above. You will be sent a statement of House Account charges to the address indicated above for each billing period. If you provide us with your email address and/or mobile phone number below, we can also provide the statement to you via email or text. You acknowledge responsibility to pay an amount equal to the total of all purchases and charges reflected on the House Account Statement, whether incurred by you or, as applicable, by (i) an individual authorized by you above or (ii) any person in possession of the Card.

In the event that a charge is rejected or a check is returned for any reason, you agree to make full and prompt payment immediately upon receipt of notice. You are responsible for and will reimburse any fees or charges incurred by the Center as a result of a rejected charge or returned check.

Interest at the rate of 1.5% per month will be assessed on the total of any amounts not paid within thirty (30) days of the statement date. You agree to pay any and all costs, including reasonable attorneys' fees, incurred by the Center in an attempt to collect any outstanding balances(s). The Center may, in its sole discretion, suspend or cancel any House Account with a balance unpaid more than 30 days after the statement date.

This credit card authorization does not constitute an agreement to provide, nor is it intended to imply the existence of, any extension of credit or any credit options. The Center may, at its discretion, restrict charges on this House Account in general or with respect to any type of products and/or services. The Center may also cancel this agreement at any time for any reason by giving written notice to you, at which time all amounts then outstanding shall be due and payable immediately.

By signing this document, you agree fully to the above conditions without exception.

Customer Signature:	Date:
Printed Name:	Time:
By providing your mobile phone number or email address below, you consent that we may provide House Account statements to you via text or email. Your mobile carrier may assess charges to you as a result of such a text message (message and data rates may apply).	
Mobile Phone # _ _ _ - _ _ _ - _ _ _ _	Email Address:

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### Services Provided from The UPS Store

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