

CREDIT CARD AUTHORIZATION

When an order needs to be shipped to an address different from the billing address, or an order is over \$100, we need to obtain authorization. You can either add the second address as an authorized alternate shipping address by contacting your credit card provider, or you can complete and email the form back to us.

Instructions:

1. Complete the form by printing legibly with a dark pen. Include all billing and shipping information in the blanks below.
2. Sign with the credit card holder's signature on the line indicated.
3. Include a photocopy (scan) of the front and back of the signed credit card.
4. Email this form back to us, along with the scanned copies of the signed credit card to info@mediastoragegroup.com

Authorization:

I, _____ (print name), hereby authorize MEDIA STORAGE GROUP to charge my credit card account in the amount of \$_____ (including shipping and/or taxes, if applicable.)

Frequency of Charge: (Please check the appropriate box)

Once Daily Weekly Monthly

Credit Card: (Please fill out all requested)

Name On Card: _____	Credit Card Billing Address:
Credit Card Number: _____	Street: _____
CVC Code: (Last three digit number on the back of the card) _____	City: _____ State: _____ Zip: _____
Four digits on front of card (Amex only): _____	Telephone: _____

Requested Shipping Address:

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Signature:

As the credit card holder, I hereby authorize receipt of merchandise at the shipping address above.

Card Holder Signature: _____ Date: _____

Your completion of this authorization form helps us to protect you, our valued customers, from credit card fraud. All information entered on this form will be kept strictly confidential by MEDIA STORAGE GROUP. Complete and email all documents required to info@mediastoragegroup.com



MEDIA STORAGE GROUP

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