

Please E-mail this completed form to [INFO@ASTEVA.COM](mailto:INFO@ASTEVA.COM) to finalize your order.



ASTEVA print & wear  
1814 FLOWER STREET  
Glendale, CA 91201  
818.934.1244  
[www.ASTEVA.com](http://www.ASTEVA.com)

### CREDIT CARD CHARGE AUTHORIZATION FORM

Your completion of this authorization form is mandatory for ALL order submissions not made in person. All information entered on this form will be kept strictly confidential. This form is required for all transactions and must be signed and returned by the actual card holder to ASTEVA in order to complete the order.

By placing an order with us, you have granted permission for the work to be completed and therefore must pay the balance due on the given invoice. If an arrangement is not made for an in person payment upon pickup, we will use this information to charge the credit card account for the balance due on the invoice + 4% transaction fee. Also, if the order is awaiting pickup and the client has made an arrangement to pay in person but forfeits to pick up and pay within 2 business days without any notice, we will use this information to charge the credit card account for the balance due on the invoice. It is the customer's responsibility to follow through with the order and post the payment or make any arrangements.

By providing your credit card information on this form, you are authorizing ASTEVA to charge your card for the dollar amount of the invoice for the services provided by ASTEVA, and by submitting this form, you are stating that you understand the preceding and are agreeing to be bound by these terms.

- 1) Print the blank form and complete legibly. Card holder must sign on the line indicated. We reserve the right to verify the provided information with your Credit Card Issuing Bank, and to request additional identifying information (i.e., copy of driver's license)
- 2) Include a photocopy of the front and back of the **SIGNED** credit card.
- 3) Scan or take photo and email the completed form and the credit card photocopies to [INFO@ASTEVA.COM](mailto:INFO@ASTEVA.COM) in order to complete your order

<b>CREDIT CARD TYPE:</b> <input type="checkbox"/> VISA <input type="checkbox"/> <b>MASTERCARD</b> <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER
CREDIT CARD NUMBER*    _ _ _ _ - _ _ _ - _ _ _ - _ _ _
EXPIRATION DATE    _____      SECURITY CODE    _____      BILLING ZIP CODE    _____

I \_\_\_\_\_ (CARDHOLDER NAME) authorize **ASTEVA** to charge my credit card above in the amount of **US \$** \_\_\_\_\_ + **4% CC fee** = \$ \_\_\_\_\_ on or about today's date of \_\_\_\_\_.

**I hereby attest and confirm I am the authorized card holder whose name appears on the face of the card. I understand my credit card statement will show a charge from ASTEVA for this payment, and all payments are made subject to our agreement and invoice.**

<b>CARD HOLDER SIGN HERE</b>	<b>X</b>
<b>PRINT</b> YOUR NAME	
COMPANY NAME, IF APPLICABLE	
CARD HOLDER <b>EMAIL ADDRESS</b>	
CARD HOLDER <b>PHONE NUMBER</b>	
CARD BILLING ADDRESS & ZIP CODE	

## **DO NOT SEND THIS PAGE**

For your information only.

### **Privacy and Security Notice**

ASTEVA print and wear is a privately-owned company. ASTEVA uses this information for its intended purpose and does not solicit. We will not share this information with anyone. Your information is protected and guarded from fraud. *Credit card statement will show charge from "ASTEVA"*

### **TERMS AND CONDITIONS OF SERVICE (TOS)**

#### **Client agrees to the following by signing this form:**

By placing an order with ASTEVA, you have granted permission for the work to be completed and therefore must pay the balance due on the given invoice. If an arrangement is not made for an in person payment upon pickup, we will use this information to charge the credit card account for the balance due on the invoice + 4% transaction fee. Also, if the order is awaiting pickup and the client forfeits to pick up and pay in person within 1-3 business days without any notice or arrangements, we will use this information to charge the credit card account for the balance due on the invoice. It is the customer's responsibility to follow through with the order and post the payment or make any arrangements.

By providing your credit card information on this form, you are authorizing ASTEVA to charge your card for the dollar amount of the invoice for the services provided by ASTEVA, and by submitting this form, you are stating that you understand the preceding and are agreeing to be bound by these terms.

**\*NOTE: A 3% transaction fee applies to credit card swipe payments made in person. A 4% transaction fee applies to credit card manual entry payments submitted via email or phone (no physical card).**

Because of credit card rules for "card not present" transactions, if you provide another person's credit card (such as company card, spouse's card, etc.) other than your own, you ARE REQUIRED to have the card holder submit to us (via email) a signed authorization form authorizing the charge. This is for both the protection of us and the card holder from fraud.

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BY SUBMITTING THIS FORM, YOU ARE AGREEING TO BE BOUND BY THE FOREGOING TERMS AND CONDITIONS CONTAINED IN THIS FORM. SUBMISSION OF THIS FORM WILL BE CONSIDERED A LEGALLY BINDING AGREEMENT UNDER THE LAWS OF THE U.S. AND THE STATE OF CALIFORNIA.



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