

Dear Customer,

We appreciate you taking the time to fill these two forms out! This first page is to make sure mistakes are to a minimum while the second page is our Credit Card Authorization form. We do not take credit card payments over the phone. This is all done for the security of your transaction for both of us.

Due to the volume of packages going out every day, we are not able to provide you with any quote. We cannot go and check any lot numbers for estimates, however, if you know the weight, length/width/height (in inches), value and zip code we are more than happy to provide you a rough quote/estimate if you give us a call at the store. After the item(s) are packed & shipped we will send you an email with the UPS tracking number(s) & the breakdown of the charges to your credit card.

SHIP TO: _____

(Apt/Suite/Unit) _____

Phone Number: _____

Email: _____

Insurance Amount: _____

(Basic Insurance is covered up to \$100, no extra charge. Every \$100 after is \$5.00 per \$100)

UPS Service: (Please circle one)

UPS Ground

UPS 3Day Select

UPS 2nd Day Air

UPS Next Day Air

PLEASE NOTE: If you request a hold on the package, there will be a Packaging Holding Fee of \$5.00/day/package after the item(s) have been packed and are ready for shipping.



SIGNATURE FORM & AUTHORIZATION

This form is required for identification purposes and for the security of your transaction.
Once completed, please either Fax or Scan/Email back to:

THE UPS STORE #0220
Fax # 540-885-2227

OR

astrickler0220@theupsstore.com

CREDIT/DEBIT CARD AUTHORIZATION

Please make this my Credit/Debit card account of record

- ☐ Visa
- ☐ Master Card
- ☐ Discover
- ☐ American Express

16 Digit Embossed Number:

Expiration Date: ____ / ____
(MM/YY)

CVC/CVV Code ____ OR for AMEX ____

(3-digit code printed after the credit card number on the back of your card OR
4-digit code printed on the front of your American Express credit card)

First Name: _____ Last Name: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

- By providing my Credit/Debit Card information, I hereby take complete responsibility for The UPS Store to charge my account for the services that I need completed.
- PLEASE ATTACH A PHOTOCOPY OF YOUR CREDIT CARD.

I have read and agreed to the following terms and conditions:

- I confirm that the information I have submitted is complete and accurate.

Signature: _____ Date: _____