



## Credit Card Authorization Form

Post Office Box 390054 ■ Snellville, Georgia 30039 ■ 678.537.8219 office ■ 1.888.687.2638 fax

[www.plateauevents.com](http://www.plateauevents.com)

**NOTE: A LEGIBLE copy of the front and back of the below mentioned valid, signed credit card MUST accompany this form to be accepted.**

<b>Today's Date</b>	
<b>Authorized Credit Card User</b>	
<b>Credit Card Billing Address</b>	
<b>Specify Event</b>	
<b>Event Date</b>	
<b>Description of Charges</b> <i>(Initial all that apply and describe 'Other' charges)</i>	<input type="checkbox"/> Event Planner Retainer <input type="checkbox"/> Venue Rental <input type="checkbox"/> Invitations <input type="checkbox"/> Food/Caterer <input type="checkbox"/> Beverage <input type="checkbox"/> Equipment Rental <input type="checkbox"/> Event Entertainment <input type="checkbox"/> Photography <input type="checkbox"/> Videography <input type="checkbox"/> Event Favors/Centerpieces <input type="checkbox"/> Gratuity <input type="checkbox"/> Tax <input type="checkbox"/> Other (please explain):
<b>TOTAL Charge Amount (must specify):</b>	\$ _____ (USD)
<b>Credit Card Type</b>	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover
<b>Credit Card Number</b> <i>(please write legibly)</i>	
<b>Expiration Date</b>	Month _____ / Year _____

**Explicit Authorization:**

**Card Holder Authorization:** I, the above-named authorized credit card user, give Plateau Event Productions, Incorporated and its representative express authorization to charge my credit card for the purposes detailed above. I understand that this form constitutes a legally binding contract and that by affixing my signature to this form, I will be held responsible for all agreed upon (as stated above) charges as well as any and all collection and legal fees. This credit card is authorized for only the charges notes above and I understand that I must submit a signed 'Credit Card Authorization' form should I desire to charge additional fees not covered on this document. **By signing this "Credit Card Authorization" form, I/my organization acknowledge receipt and understanding of its contents, including its "Explicit Authorization" clause.**

**Signed** \_\_\_\_\_ **Must be signed by credit card holder**

**Office Use Only:**

Charge Amount: \$ \_\_\_\_\_

Credit Card Authorization Code: \_\_\_\_\_

Charged By: \_\_\_\_\_

Special Notes/Comments: \_\_\_\_\_

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