



Credit Card Authorization Form

Account Information

Company Name: _____ Phone: _____

Credit Card Type: MasterCard VISA

Name on Credit Card: _____

Credit Card Number: _____ Expiration Date: _____

Credit Card Billing Address (The address where you receive your credit card statements):

Street: _____

City: _____ State: _____ Zip Code: _____

One-Time Payment (Optional)

Invoices to be Paid: _____

Total Amount to be Charged: _____

Automatic Payment (Optional)

I would like to automatically pay for my invoices with the above credit card.

Frequency (Check only one): Weekly Bi-Weekly Semi-Monthly Monthly

Start Automatic Payment On: _____ End Automatic Payment On: _____

By initialing below, I hereby authorize Paragon Structural Engineering, Ltd. to charge the credit card for all open invoices, at the specified frequency and until the above end date, or until I notify them in writing.

Initial here to authorize: _____

New and Non-Established Accounts (Required)

I would like to secure my account with Paragon Structural Engineering, Ltd. with the above credit card.

By initialing below, I hereby authorize:

- a) the above credit card to be used to secure my account with Paragon Structural Engineering, Ltd.
- b) Paragon Structural Engineering, Ltd. to verify the above credit card with a one-time \$10 charge, to be applied from my first invoice
- c) Paragon Structural Engineering, Ltd. to charge the above credit card for any invoices more than 14 days past due.

Initial here to authorize: _____

Date: _____

Authorization

By signing below, I hereby:

- a) authorize Paragon Structural Engineering, Ltd. to charge the amounts listed above to the above credit card.
- b) agree to pay the above credit card charges in accordance with the Card Issuer Agreement.
- c) **understand that Paragon Structural Engineering, Ltd. will automatically add a 3% processing fee to all charges of \$1,000.00 or more.** (Ex. The fee for a \$5,000 charge would be \$150.)
- d) understand that Paragon Structural Engineering, Ltd. will apply a chargeback fee to my account (\$50.00 as of the time this is written), if I initialize a chargeback with my credit card issuer, to reverse payment without Paragon Structural Engineering, Ltd.'s permission of any of the charges authorized on this form, and I agree to pay this fee if this occurs.

Cardholder Signature

Date