



## CREDIT CARD CHARGING AUTHORIZATION

27 Selvage St.  
Irvington NJ 07111

Tel. 973.854.8600  
Fax 973.854.8650

www.valleysupplies.com

I \_\_\_\_\_ hereby authorize Valley Supplies Inc. to charge my credit card, for the purchase of Copier, Fax and Printer supplies, and I agree the terms and conditions understated.

Type of Card (circle one)

**VISA                      MASTERCARD                      AMERICAN EXPRESS**

Credit Card Number \_\_\_\_\_ Exp. \_\_\_\_\_

ID Code (Amex only) \_\_\_\_\_

### **Billing Information**

Name on Card \_\_\_\_\_

CC Billing Info. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (     ) \_\_\_\_\_ - \_\_\_\_\_

### **Shipping Information**

Ship To \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (     ) \_\_\_\_\_ - \_\_\_\_\_

(Card Holder Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

#### **Terms and Conditions of credit card charge purchase**

- I. A \$15.00 fee will be charged on any customer charge back.
- II. All returns must be sent freight pre-paid, call tags will not be issued. Freight credit will not be given for customer errors or defective product. Freight will only be credited for VSI errors. Any returns that are sent back freight collect will be refused.
- III. All stocking non-defective items returns will be subject to a minimum of 15% restocking fee.
- IV. No return after 30 days of receipt date.