



## Credit Card Authorization Form

To protect your credit card account when making a payment by credit card to Lumabuilt, Do Not Enter Credit Card Number on this form. To make a payment using a credit card, please do the following:

1. Fill out the information below, print, and sign and send a PDF copy to ap@lumabuilt.com. This provides authorization to Lumabuilt to charge your credit card.
2. Call the Lumabuilt Accounting office at 602-275-1676, extension 112, and provide your credit card number and expiration date over the phone. The company will directly entry your card number into the card processor as you provide the number. We do not keep a record your card number. If you wish us to keep a your card in profile in the credit card processor, indicate below. Once complete, a receipt will be emailed to you. If you don't reach an employee when you call, leave a voice mail and they will call you back shortly. **A 1.5% credit card processing fee is added to all credit card transactions. If you would like to pay another way, please contact AP or your sales team.**

Amount to be charged: \_\_\_\_\_ SO# or Invoice# \_\_\_\_\_

**Card Number:** **Call phone number listed above to provide your CC #**

Card Type, Circle one:  Visa, MasterCard, American Express, Discover

Name as appears on Card: \_\_\_\_\_

Company Name: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Retain card profile in card processor?

\_\_\_\_\_  
Signature Authorizing Transaction