

Retention Location:

Blank: Near registers Completed: In Till

Retention Period: Shred once tendered

Tender Authorization Form

- **Use this form when the OTP register is down and a transaction cannot be completed.**
- **The customer completes all sections of the form.**
- **Retain the completed form in the locked till.**
- **When the OTP system returns to operational: process the transaction; if requested by the customer, fax or email the receipt and shred the credit card authorization form.**

Customer/Account Information

<p>Customer Name:</p> <p>Customer Phone:</p>	<p>Fax or Email Receipt?</p> <p>Customer email:</p> <p>Customer Fax:</p>
<p>Tender Type:</p> <ul style="list-style-type: none"> <input type="checkbox"/> FedEx Office Commercial Account (not a shipping acct.) <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Check # <input type="checkbox"/> Cash 	<p>Account Number:</p> <p>Expiration Date:</p> <p>Billing Zone Improvement Plan (ZIP):</p>
<p>OTP Order #:</p>	<p>Amount to be charged:</p>

Additional Notes: