

MANUAL CREDIT CARD TRANSACTION

2007

Dear Valued Customer

We thank you for your purchase on our website. You have selected the Credit Card Payment Option and we require you to send us some crucial information in order for us to process your request promptly.

You are also welcome to come through to our office's where we can facilitate the transaction for you. If you would prefer to perform the transaction on our premises, please advise us of your intensions to do so and you will be welcome to come in at any time during our normal operating hours (08:00am to 16:30pm).

Please bring along your ID book or Drivers Licence as well as the proforma invoice that we sent you so that the transaction can take place as quick as possible.

For manual transactions:

Please follow the following steps:

Step 1: Print out this document

Step 2: Complete all the information required

Step 3: Attach a copy of you ID book as well as the **Front and Back** Side of your credit card.

Step 4: Make sure you sign the bottom of this document.

Step 5: Fax all documents to 011 462 1284

STATIONERY • CONSUMABLES • HARDWARE

Customer:

Name : _____

Surname : _____

ID # : _____

Order # : _____

Amount : _____

Tel: _____

I hereby authorise Business Images Holdings (Pty) Ltd to process a credit card payment for the amount above of R _____ - _____ which is concurrent with the order I placed on the Business Images website. I have read and understand the Business Images [Terms & and Conditions](#) of sale.

Signature: _____

Date: _____