FedEx Officesm

Instructions

It is essential that we protect the security of our customer's credit card data and personal information. This includes the processing, handling and storing of a customer's credit card, credit card data and/or receipt. The use of the Credit Card Authorization Form (CCAF) is restricted to Parcel Management locations only and the transaction must be completed (tendered in OTP/FPOS) immediately after the pickup or delivery has occurred and the credit card information must be disposed of in the Iron Mountain shredding bin. Under no circumstances should credit card data be temporarily or permanently retained within the Business Center and FedEx Office cannot accept credit card data via email or fax transmittal.

Customer/Account Information

Customer Name / Event Name:		
Email:		Cell:
Package IDs or Tracking Numbers:		
Transaction Amount:	Date:	OTP Receipt Number:
Notes:		

------------------ DETACH AND SHRED IMMEDIATELY AFTER THE TRANSACTION IS TENDERED ------------------

Name of the Credit Card Account Holder:	Credit Card Type:	❍ Visa
	❍ FedEx Office Account #	❍ MasterCard
	❍ FedEx Account #	❍ Discover
	❍ AMEX	❍ Dinners Club

Credit Card Number :	Input Code: **	Expiration Date:
Account Holder Signature:		Billing Zip Code: