

RICOH ELECTRONICS, INC.

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Corporate Credit Department

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**CUSTOMER AUTHORIZATION FORM
PAYMENT BY CREDIT CARD**

DATE: _____

CUSTOMER BUSINESS NAME: _____

ADDRESS OF CARDHOLDER:

PURCHASE ORDER NUMBER: _____

\$ AMOUNT OF ORDER: _____

TYPE OF CREDIT CARD: VISA MASTER CARD AMERICAN EXPRESS DISCOVER

NAME ON CREDIT CARD: _____

EXPIRATION DATE: _____ SEC CODE: _____

CREDIT CARD NUMBER: _____

SIGNATURE TO AUTHORIZE: _____

(Typed Name emailed cc = Authorized Signature)

PLEASE KEEP A COPY FOR FUTURE REQUEST FOR CREDIT CARD PAYMENTS

THIS AUTHORIZATION IS TO BE USED BY RICOH ELECTRONICS INC FOR THE PURPOSE OF OBTAINING PAYMENT FOR THE ABOVE ORDER AMOUNT THROUGH THE DESIGNATED CREDIT CARD GIVEN. THIS INFORMATION AND PAYMENT AUTHORIZATION IS FOR THIS PURCHASE ORDER ONLY (UNLESS OTHERWISE STATED) AND SHALL BE RETAINED BY RICOH ELECTRONICS INC, CREDIT DEPARTMENT