

RICOH ELECTRONICS, INC.
1100 Valencia Ave. Tustin, CA 92780
www.rei.ricoh.com
Corporate Credit Department
Phone: (770) 338-7272
E-Mail: CorporateAR@rei.ricoh.com

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

Please complete, sign, and email to CorporateAR@rei.ricoh.com or fax to (714) 259-4377.

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: _____
Authorized Signature

PLEASE KEEP A COPY FOR FUTURE REQUEST FOR CREDIT CARD PAYMENTS