



# Credit Card Approval Form

TimeTrex has initiated this procedure to protect both TimeTrex and its customers from credit card fraud. This is a joint effort between our company and the credit card companies to protect the cardholders and ourselves from fraudulent charges. Please follow these directions.

1. The back of your credit card must be signed for us to process your order.
2. Include a copy of the **front** and **back** of the credit card, as well as the Photo ID of the card holder.
3. In order to send us copies of your credit card and photo ID, you may:
  - a. Cut and paste a copy of your credit card made from a copy machine, or
  - b. Make two or more copies of this form (ie: one for the front, and one for the back)
4. Please complete the entire form below and fax it to: **1-866-299-6693**

**Please photocopy the front side of your credit card here.**

(Please set your photocopier to a lighter setting in order to make the copy as clear and legible as possible.)

**Please photocopy the back side of your credit card here.**

(Please set your photocopier to a lighter setting in order to make the copy as clear and legible as possible.)

**Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_ / \_\_\_\_

**Card Verification Code (CVV):** \_\_\_\_\_

**Credit Card Holder's Billing Information**

**Address (1):** \_\_\_\_\_

**Address (2):** \_\_\_\_\_

**City:** \_\_\_\_\_

**Province/State:** \_\_\_\_\_

**Postal/Zip Code:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Please photocopy the front side of your photo ID here.**

(Please set your photocopier to a lighter setting in order to make the copy as clear and legible as possible.)

\_\_\_\_\_  
**First / Last Name (print)**

\_\_\_\_\_  
**Card Holders Signature**

\_\_\_\_\_  
**Date (MM/DD/YY)**