

DiAlo Executive Assistance

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CREDIT CARD AUTHORIZATION CHARGE FORM/RECEIPT

Transaction Date:

Credit Card Transaction Number:

Authorization Code:

Card Type: MC, VISA, DISCOVER, OR AMEX

Credit Card Number:

Expiration Date:

Name as it appears on the credit card:

The billing address that the credit card statements are mailed to:

Address:

City:

State/Province:

Zip/Postal:

Country:

Telephone Number: ()

Fax Number: ()

Email Address:

Work Number: ()

Card Holder Signature approving us to process the credit card: _____

Transaction amount you are approving us to process to your credit card: _____

Customer/Purchaser Name: (If different from above)

Customer/Purchaser Address

Description of Service:

We require an imprint of your credit card or a faxed copy; this information is required to process your credit card through our Merchant Processing Bank, and obtain a positive AVS verification. This AVS verification protects both us as a merchant and you as a customer. We are required as a company to retain documents to prove the validity of the transaction.

Payment Terms: When paying with a credit card the full balance is billed to your credit card. Our work will commence after we receive the transaction approval. If payment is not made, DIALO reserves the right, to extend permitted by law, to charge interest, at the rate of 1 ½ % per month, or any unpaid balances. If payment or the payment method is denied or refused for any reason, DIALO reserves the right to charge a \$25. Processing fee in addition to the unpaid balance. DIALO also reserves the right to cease providing services if payment is not received accordingly.

Refund Policy: All work is guaranteed. Refunds are given as a last recourse. We will revisit or address any items to ensure customer satisfaction. Shall it be deemed necessary to provide a refund – the refund/credit will not be applied back to your credit card instead we will mail you a refund check. This is to avoid costly bank fees for chargebacks. If you have any questions concerning these procedures, please call (614)948.2622, ext. 112 and we will be happy to discuss any issue you may have.

Service cancellation: the initial service order may be cancelled, without penalty, as follows: A. Within 8 hours from signing the service order. B. If the customer files protection under the federal bankruptcy laws of any bankruptcy petition or a third party against DIALO commences petition for receiver. However, any such termination will not relieve you of your obligation to pay for all services rendered and expenses incurred on your behalf prior to, or in connection with such termination.

We will treat this form and your personal information with the highest regards-this document will remain in a secure filing.