



**TRAVEL BOARDS, INC.**  
**ONE TIME PAYMENT - CREDIT CARD AUTHORIZATION**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State & Zip Code:** \_\_\_\_\_

**Card Type:** \_\_\_\_\_

**CARD NUMBER:** \_\_\_\_\_

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

**Verification Code:** \_\_\_\_\_

**Invoice(s) #:** \_\_\_\_\_

**Amount to Charge\*:** \_\_\_\_\_

**\*Please Note: There is a 3.5% service fee charged to all credit card transactions.**

**NAME ON CREDIT CARD:** \_\_\_\_\_

**Billing Address:**  
(If different than above) \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**AUTHORIZED CARD USER:**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

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

**VERBAL AUTHORIZATIONS - OFFICE USE ONLY**

**Authorized User:** \_\_\_\_\_

**Email (for receipt):** \_\_\_\_\_

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

**Taken By:** \_\_\_\_\_

**Date:** \_\_\_\_\_