

# HILLIARD

OFFICE SOLUTIONS

P.O. Box 52510  
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\_\_\_\_\_ (“Customer”), whose customer number(s) is/are \_\_\_\_\_, hereby authorizes The Hilliard Companies, LLC and Hilliard Office Solutions, Ltd and its affiliates (“HOS”) to charge Customer’s credit card, designated below, with respect to amounts due and payable by Customer to HOS from time to time hereafter. This authorization is to remain in full force and effect until Customer provides written notification, via Certified Return Receipt with signature, to HOS terminating this authorization. Customers using a credit card will be charged a convenience fee of 3.5%. All such payments are further made subject to our Terms and Conditions of Sale located on our web site.

### Credit Card Billing Information (Please Print)

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

Company Phone / Fax Numbers: (Ph) \_\_\_\_\_ (Fax) \_\_\_\_\_

Company E-Mail Address: \_\_\_\_\_

Billing Address (street or PO Box): \_\_\_\_\_

(city, state, and zip code): \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Name as it appears on Credit Card: \_\_\_\_\_

Expiration of Credit Card: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Please email completed form to: [hosar@hilliardos.com](mailto:hosar@hilliardos.com) or

mailed to: Hilliard Office Solutions, Attn: AR, PO Box 52510, Midland TX 79710-2510