

Sample Request Credit Card Form

Dear Customer,

Please complete this form and email it to the project manager you are working with or the general email of the location nearest to you: [New York](#), [Chicago](#), [Katonah](#).

We accept AMEX, Visa, and Mastercard credit card payment and they cannot be processed without the card holder's signature.

I, _____ hereby authorize Katonah Architectural Hardware to keep my credit card information on file while I borrow samples. I understand that the loan period is for 2 weeks unless other arrangements have been discussed and approved. After 2 weeks, Katonah Architectural Hardware will request to have the samples returned. The return shipping costs will be paid by the customer.

If samples are not returned in the same condition, my credit card will be charged for the full retail value of the samples and an additional \$75 for each mount. _____ (Initial)

Upon receipt of the samples, Katonah Architectural Hardware will dispose of the authorization properly.

Customer Name: _____

Company Name: _____

Project Name: _____

Street Address: _____

State: _____ Zip Code: _____

Phone #: _____

Email: _____

Credit Card #: _____

Exp. Date: _____ CVC: _____ Billing Zip Code: _____

Name as printed on the card: _____

Card Holders Signature: _____ Date: _____

Internal PL #: _____

PM: _____