



HC Parcel Management Credit Card Authorization Form

Instructions

For Pickup/Delivery/RTS on date ____ / ____ / ____ time ____ : ____ am/pm

It is essential that we protect the security of our customer's credit card data and personal information. This includes the processing, handling and storing of a customer's credit card, credit card data and/or receipt. The use of the Credit Card Authorization Form (CCAF) is restricted to Parcel Management locations only and the transaction must be completed (tendered) immediately after the pickup or delivery has occurred and the credit card information must be disposed of in the Iron Mountain shredding bin. Under no circumstances should credit card data be temporarily or permanently retained within the Business Center and FedEx Office cannot accept credit card data via email or fax transmittal.

Customer/Account Information

Customer Name / Event Name:		
Email:	Cell:	
Package IDs or Tracking Numbers:		
Transaction Amount:	Date:	FedEx Receipt Number:
Notes:		
Detached portion placed in Iron Mountain Bin by: _____ Date: _____ Printed Name Signature		

DETACH AND SHRED THE INFO BELOW IMMEDIATELY AFTER THE TRANSACTION IS TENDERED

Name of the Credit Card Account Holder:	Credit Card Type: ☐ Visa ☐ FedEx Office Account # ☐ FedEx Account # ☐ AMEX ☐ MasterCard ☐ Discover ☐ Dinners Club	
Credit Card Number :	CVV Number:	Expiration Date:
Account Holder Signature:		Billing Zip Code: