



2399 Miguel Miranda Ave, Irwindale, CA 91010
 Phone: 626-303-8888 Fax: 626-303-8898
 www.leader-os.com

AUTO PAY BY CREDIT CARD AUTHORIZATION FORM

Company Name: <input style="width: 95%;" type="text"/>	Customer Account No.: <input style="width: 95%;" type="text"/>
Name of the Authorized Person: <input style="width: 95%;" type="text"/>	Contact Phone No.: <input style="width: 95%;" type="text"/>

I request and authorize LEADER OFFICE SOLUTIONS located in Irwindale, CA, to charge the following credit card for any transaction that is related to the Copier/Printer Rental Program for the company stated above:

Name as it Appears on the Card:	<input style="width: 98%;" type="text"/>		
Type of Card: (Check one only)	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTER	<input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS
Credit Card Number:	<input style="width: 98%;" type="text"/>		
Expiration Date:	<input style="width: 40%;" type="text"/>	CSC/CVC Code:	<input style="width: 30%;" type="text"/>
Credit Card's Billing Address:	<input style="width: 98%;" type="text"/>		
City:	<input style="width: 30%;" type="text"/>	State:	<input style="width: 20%;" type="text"/>
		Zip Code:	<input style="width: 30%;" type="text"/>

Terms & Conditions:

- Benefit: Any qualified customer who enrolls in this Auto-Pay Program will automatically receive 1.5% discount for all the future bills related to your Copier/Printer Rental Program
- Eligibility: All existing LOS customers with satisfactory payment history and all new LOS customers are eligible for the Auto-Pay Program. There is no additional charge for this service. You may sign-up for this program by just filling out this form. However, you will not be qualified for this Auto-Pay Program unless your account is current with LOS.
- Billing: Your LOS bill will still be mailed/emailed/faxed directly to you. Your bill will reflect a message stating that your bill has been charged to the credit card you authorized us to charge. Your credit card will be charged five days before your invoice due date.
- Dispute: You will still be able to question your bill(s). To do so, simply contact our Account Receivable by writing, phone, fax, or email within 15 days of the invoice date. Your Auto-Pay payment will not be processed until the dispute is resolved. If the notification is made more than 15 days following the bill date, the charge might already be processed, if any, LOS will make all the billing adjustment once the dispute is resolved. However, if the dispute is proven that is LOS is not at fault, any Auto-Pay discount offered by LOS will be voided for that billing period.
- Insufficient Funds: For any reason, if the charge is not honored by your credit card bank, LOS will notify you of such in writing, and you MUST pay your LOS account in full before your next bill. If there is any fee generated due to this reason, this fee will be added to your next bill for each occurrence. Auto-Pay discounts will be automatically voided for this occurrence.
- Changes or Termination: Auto-Pay payment will be charged on the credit card account authorized at the time of billing. You are responsible for notifying LOS when you change or close the authorized credit card account. You may discontinue making payments through the Auto-Pay Program at any time by contacting LOS.

I have read and understood ALL the above Terms & Condition. By signing below, I am accepting all the Terms & Conditions state above.

Your Signature (must be the owner of the above card): <input style="width: 95%;" type="text"/>	Date Signed: <input style="width: 95%;" type="text"/>
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Leader Office Solutions will keep all information entered on this form strictly confidential.

Please **SUBMIT** by FAX to **626-303-8898** or scan the signed copy and email to **accounting@leader-os.com**

