

# Card Not Present Approval Form

Border City Building Centre Ltd.  
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This form is available at [www.hhlloyd.com/forms](http://www.hhlloyd.com/forms)

## 1. Customer Info

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

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

Driver's License #: \_\_\_\_\_

Province of License:  Alberta  Saskatchewan

- OR - Clear Photo of Driver's License  
 Attached

## 2. Card Details

Last 4 Card Digits: \_\_\_\_\_ **Please fill out full card number at the bottom of this sheet (Section 5) as well**

Card Expiry: \_\_\_\_\_ [Optional if card photo attached in Section 5]

Name on Card: \_\_\_\_\_ [Optional if card photo attached in Section 5]

Card Type:  Mastercard  Visa [Optional if card photo attached in Section 5]

## 3. Agreement

I, the aforementioned Customer (1.), hereby authorize Border City Building Centre Ltd. to charge the aforementioned Card (2.) to the amount of \$\_\_\_\_\_, errors & omissions excepted. I certify that I am authorized to use the Card. I also acknowledge that the transaction is void if any of the above details are incomplete or inaccurate, or if my Driver's License or Credit Card cannot be verified at the time of pickup or delivery.

Customer Signature: **X** \_\_\_\_\_

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

- OR - Approval by Writing/Text/Email  
 Attached

Employee Name: \_\_\_\_\_

Sales Order #: \_\_\_\_\_

## 4. Pickup/Delivery (Leave this section blank until pickup/delivery of goods)

Method:  Pickup  Delivery

ID Type Verified:  Driver's License  Last 4 Digits of Credit Card **(License and/or Credit Card must be present)**

Recipient Name: \_\_\_\_\_

Recipient Signature: **X** \_\_\_\_\_

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

Employee Name: \_\_\_\_\_

**If the credit card's last 4 digits or driver's license cannot be verified upon pickup/delivery for any reason, the transaction will be canceled & refunded and all goods will be returned to & remain property of Border City Building Centre Ltd.**

## 5. Full Card Number (After successful processing, this section or photo will be immediately and securely destroyed)

Full 16-Digit  
Card Number: \_\_\_\_\_

- OR - Clear Photo of Credit Card  
 Attached