



CREDIT CARD CHARGE POLICIES

Credit Cards Accepted:

Signature Company accepts Discover, American Express, VISA and MasterCard as payment for its products. If you have any questions in regards to your payment, please call 703-753-0699 and contact Lauren Lombardozi at ext 416 or Cindy McConnell at ext 402.

Terms:

50% of the total contract value is charged to the customer when an order is placed for Signature products, merchandise, and/or service.

On confirmation of delivery of the product, the remaining amount due is charged to the customer. A 3% surcharge of the total sales price will be added to the final payment.

The 3% surcharge will be waived if payment is made in full at the time the order is placed.

Cardholder Information:

Cardholder information and sales records are kept in a secure location at Signature Corporate Headquarters and are not available to anyone not directly involved with the transaction. This information is not stored online in any database. This information is not shared with anyone or any organization, unless compelled by law. The customer sales information retained is kept to document the transaction for tax and accounting purposes as well as to assist the customer when making additional purchases by eliminating the need to present the credit card for each new transaction.

I acknowledge that I have read and agree to all of the above sales terms and credit card charge policies of Signature Company and I authorize them to charge my credit card account. Please provide email address below for receipt of charges.

| | |
|---|-------------------------------------|
| Card Number | |
| Card Type | |
| Exp. Date | |
| CVV (3 digit code) | |
| Sales Order # | |
| Amount of Charge | |
| Terms (please circle one) | 50/50 Paid in Full |
| <small>50/50 - On confirmation of delivery of the product, the remaining amount due is charged to the customer. A 3% surcharge of the total sales price will be added to the final payment.</small> | |
| <small>Paid in Full - The 3% surcharge will be waived if payment is made in full at the time the order is placed.</small> | |
| Name | |
| Billing Address | |
| Email Address | |
| Signature | |