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# Sales Confirmation & Credit Card Payment Form

**Thank you for your business!**

Please complete the following information so that we may process your order.

Today's Date: \_\_\_\_\_

Please list the invoice numbers (s) to which this payment is to be applied: \_\_\_\_\_

Type of Credit Card:  VISA  MasterCard  Discover  American Express

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

CVV2 Code\*: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Amount to charge: \$ \_\_\_\_\_ for  Parts Only  Parts & Labor

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*The CVV2 Code is 3 digits printed on **VISA**, **MasterCard** and **Discover** cards in the signature panel on the **back of the card**. It is the last 3 digits AFTER the credit card number. Sometimes only the last 4 digits of your credit card number will be printed before the CVV2 code instead of the entire credit card number. The CVV2 code is 4 digits printed on **American Express** cards above and to the right of the raised credit card number on the front of the card.

**\*\*\*IMPORTANT – PLEASE READ & SIGN \*\*\***

**Terms & Conditions of Sale** *By signing below:* you acknowledge and confirm ordering all items on the "Estimate & Proposal" presented to you at the costs listed. If cost of labor is listed, it is only an estimate and the time and cost involved may be more than planned. In addition, **you acknowledge that the amount due at this time is for parts and taxes only and that labor will be billed separately**, and you promise to pay according to the terms of your account and/or service agreement.

Further, you recognize that computer systems (including desktops, laptops, servers, etc.) are special order items and the purchase of these items is non-cancelable and non-refundable. All other items returned are subject to a 20% restocking fee.

Additionally, you promise not to hold Georgia Technologies responsible for any loss of data or damage caused by the repair, replacement, or upgrading of your computer systems. You understand that Georgia Technologies makes no promises when items will be available for pickup or delivery, and Georgia Technologies does not make any guarantee when service will be complete.

You verify that you have the legal right to make purchases on this account and understand all details of this agreement.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_