

**CARDHOLDER LETTER OF ACCEPTANCE**

TO: SYMPAK, INC - STEPHAN DIVISION	FROM:
NAME: PARTS DEPARTMENT	PHONE:
PHONE NUMBER: 847-247-0182	DATE:
FAX NUMBER: 847-247-0184	RE: <b>STEPHAN WEBSITE ORDER</b>

**\*This form authorizes Sympak, Inc to process payment on this credit card.**

A 3% Credit Card Processing fee applies to your order including shipping. To avoid this fee you may apply for Net 30 terms. The application process may take 7-10 business days and will delay shipping your order. If using your own UPS Account number, a \$5 handling fee applies to your order. A Return Authorization Number (RMA) must be obtained before returning parts. Returns are subject to a 25% restock fee. There are no refunds on freight or credit card fees. Other Shipping Methods are C.O.D. (8.50 fee / money orders accepted only) or via Wire Transfer.

By signing, Cardholder agrees to the policies on this form. Thank you for your order.

**Your credit card order will not be processed without this written authorization.**

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

Exp Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ (3 or 4 digit code on front or back of card)

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

Card Billing City, State and Zip: \_\_\_\_\_

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

Shipping City, State and Zip: \_\_\_\_\_

UPS Shipping Preferred: Next Day \_\_\_\_ 2<sup>nd</sup> Day \_\_\_\_ 3<sup>rd</sup> Day \_\_\_\_ Ground \_\_\_\_

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

Cardholder Printed Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

*(\*Signature must be exact to the one on the back of the credit card.)*

**PLEASE FAX BACK TO: 1- 847-247-0184**

\*In the event that a chargeback notification is received for this authorized purchase, cardholder acknowledges there will be a \$25 wrongful chargeback fee incurred on their account. Sympak will then bill cardholder for the order total plus the wrongful chargeback fee. Cardholder must then pay by C.O.D. (money order only) for all future orders.

**Sympak, Inc. – Stephan Division**

**1385 Armour Blvd, Mundelein IL 60060**

**1-800- Stephan**