

# TEAM WOOD DISTRIBUTION

A division of Richelieu Hardware Canada Ltd.

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

## RE: CREDIT CARD PAYMENT AUTHORIZATION

In order to process payments by credit card, we will require the following information and authorization.

**Card Type (Please circle one):**            *VISA*            *MASTERCARD*

**Card Number** \_\_\_\_\_

**Expiry Date** \_\_\_\_\_

**Name of Cardholder** \_\_\_\_\_

I hereby authorize Team Wood Distribution, A division of Richelieu Hardware Canada Ltd. to charge payment for all invoices due and payable for

**Account Name** \_\_\_\_\_

to the above credit card. This authorization will remain in effect until such time as written notification of cancellations provided.

**Cardholder Authorization** \_\_\_\_\_  
(Signature of Card Holder)

**For verification purposes, please attach a copy of both the front and back of your credit card.**

Once you have completed the above information and authorization, please return this letter via fax to my attention at (604) 522-8884. Once the appropriate authorization has been provided, we will process the appropriate payments in accordance with your instructions.

Yours truly,

Bobbi McLennan  
Credit Department  
(604) 525-6637