



A/R #

Credit Cards Accepted by ECS (Voice Capture - Cards Processed Over the Phone):

- MasterCard
- Visa
- American Express
- Discover



Salesperson: Please Circle Card To Charge

Order Information (Filled out by Salesperson):

Customer Name (Ex: Profitable Customer Co.): _____

Customer Purchase Order # (Ex: 99999): _____

ECS Purchase Order # (Ex: D25125): _____

Date to Accept Payment (Ex: 6/25/05): _____

Credit Card Information (Filled out by Salesperson):

Name On Credit Card (Ex: John R. Doe): _____

16-Digit Credit Card # (Ex: 9999 9999 9999 9999): _____

4-Digit Expiration Date (Ex: 1107 for Nov 2007): _____

3-Digit Security Code (Ex: 999 – Back of Card): _____

Payment Amount (Ex: \$17,942.68): _____

NOTE: ECS pricing should cover the 3% credit card charge, sales tax, and freight.

Payment Information and Authorization (Processed and Filled out by Back Office):

ECS Customer Invoice # (Ex: 50300A): _____

Date Payment Processed (Ex: 6/25/05): _____

Payment Authorization # (Ex: 999999): _____

NOTE: Customer Service (Newtek Merchant Solutions): (800) 277-6980

SPECIAL INSTRUCTIONS / NOTES / DISCOUNTS / ADJUSTMENTS: _____
