

\*\*\*All information must be provided via email to: [billing@seedchicago.com](mailto:billing@seedchicago.com) or and faxed to (773) 855-8216 for processing \*\*\*

**CREDIT CARD INFORMATION**

Customer Name:	
Credit Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express <input type="checkbox"/> Discover	
Credit Card Number:	Expiration Date:
Name as it appears on Credit Card:	CVC2 Code:
Payment Amount (US Dollars):	
Signature (Call for e-signature authorization if emailing this form):	Date:

**CREDIT CARD BILLING ADDRESS**

Street Address:		
City:		
State:	Zip/Postal Code:	Country:
Phone Number:	Fax Number:	

**SHIPPING INFORMATION (if application)**

(Customer will be charged for freight if shipping information is not provided)

Ship To:	Shipping Carrier: <input type="checkbox"/> FedEx <input type="checkbox"/> UPS <input type="checkbox"/> Airborne <input type="checkbox"/> Other
	Account Number:
	Type of Service: (Please select one) <input type="checkbox"/> Next Day Priority
	<input type="checkbox"/> Next Day Standard <input type="checkbox"/> 2 <sup>nd</sup> Day <input type="checkbox"/> Ground
Phone Number:	<input type="checkbox"/> Other _____

**PAYMENT INFORMATION**

(Do not complete if you've received an invoice from us)

Purchase Order (If Applicable):		Req. Delivery Date:	
Qty	Service Description/SG Invoice number	Unit Price	Extended Price
Sub-Total:			
Estimated Freight:			
Total:			

\*\*\* For SEED Group, Inc. Office Use Only \*\*\*

<input type="checkbox"/> Approved	Approval Code _____
<input type="checkbox"/> Declined	

\* NOTE: Card processing fee will be added if applicable.

## Instructions for Completing Credit Card Payment

### Credit Card Information

- Fill in all credit card information including the payment amount to be charged to your credit card if you do not already have an invoice from SEED Group, Inc. Form must be signed and dated by the cardholder for validation. SEED Group, Inc. cannot process credit card payments without an authorized signature. You need to seek approval to use an e-signature if you are submitting this form via email to: [billing@seedchicago.com](mailto:billing@seedchicago.com).
- SEED Group, Inc. does not accept debit cards or check cards that require use of a personal identification number as a method of payment.

### Credit Card Billing Address

- For verification purposes, address information must be filled out as it appears on credit card monthly statement. Failure to complete the address information, including zip/postal code, may result in the payment not being accepted by your credit card institution.

### Shipping Information

- Fill in all shipping information if you wish to use your shipping account. It is essential to indicate the type of service desired. If type of service is not selected, SEED Group, Inc. will ship order priority overnight at your expense.
- If you do not have a shipping account, SEED Group, Inc. will deliver using our account and charge your credit card accordingly.

### Payment Information

- To properly apply your payment, please indicate PO number (if applicable), quantity and or service reference number as provided from SEED Group Pricelist/invoice in which you want to apply this payment to. If a partial payment is remitted for retainer services or deposit of the full payment, then just list only the invoice number (as provided from SEED Group, Inc.).

### Important Information

- Sub-Total listed on the Credit Card Payment Form does not include credit card processing fee, freights and/or sales tax. If applicable, an additional amount of credit card processing fee, shipping and/or sales tax will be added. We will use this authorization to charge your credit card for any additional amounts incurred if shipping account and/or Sales Tax Exemption Certificate is/are not provided.
- You may also contact SEED Group, Inc. - Billing Department at [billing@seedchicago.com](mailto:billing@seedchicago.com) if you have any questions and/or need additional information.