



The UPS Store™

Credit Card / Room Charge Authorization Form

Office Use Only:

Total # of Packages: _____

Total Charge: _____

Name on Packages: _____

Group/Event Name: _____

Company Name (If applicable): _____

Recipient Name (If different from above): _____

BILLING INFORMATION:

Please select **ONE** of the following billing options:

Bill to Guest Room:

Guest Room #: _____

Name on Room: _____

---OR---

Bill to Credit Card:

Credit Card Number: _____ Exp. Date: _____

Credit Card Type: ___ Visa ___ Mastercard ___ Amex ___ Other

Billing Zip Code: _____

I authorize The UPS Store to charge my credit card/guest room for the package services described above upon the following business day:

Cardholder Signature: _____

Date: _____