



# HCO Parcel Management Credit Card Authorization Shipment Form

## Instructions

It is essential that we protect the security of our customer's credit card data and personal information. This includes the processing, handling and storing of a customer's credit card, credit card data and/or receipt. The use of the Credit Card Authorization Form (CCAF) is restricted to Parcel Management locations only and the transaction must be completed (tendered in OTP/FPOS) immediately after the pickup or delivery has occurred and the credit card information must be disposed of in the Iron Mountain shredding bin. Under no circumstances should credit card data be temporarily or permanently retained within the Business Center and FedEx Office cannot accept credit card data via email or fax transmittal.

### Sender's Information:

Ship to this Address: Yes or No	
Name:	
Address:	
City:	State:
Zip Code:	Phone Number:
Email Address:	

### Recipient's Information:

Name:	
Address:	
City:	State:
Zip Code:	Phone Number:
Email Address:	
Signature Required: Yes or No	

### Delivery Options:

Overnight (Next Business Day): First Priority Standard	2 Day: AM Standard Express Saver (3 Bus. Day)	Ground/Home Delivery Declared Value:
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----- DETACH AND SHRED IMMEDIATELY AFTER THE TRANSACTION IS TENDERED -----

FedEx Account #	Fedex Office Account #
Name on Credit Card/ Account Holder:	Credit Card Type : Visa      Master Card      AMEX      Discover
	Expiration Date      Security Code      Billing Zip Code:
Credit Card Number :	Account Holder Signature :