



CREDIT CARD PAYMENT FORM

Latin Labor Staffing

4221 South Blvd
 Charlotte, NC 28209
 704-676-5282 Office

*****All information must be provided and faxed to (704) 676-5283 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:
Estimate Amount (US Dollars):	
Signature:	Date:

CREDIT CARD BILLING ADDRESS

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

WORK SITE LOCATION

(Customer will be charged 6 hours minimum)

Job Location:	Report to:
	Phone Number: ()
	Gloves <input type="checkbox"/> Hard Hats <input type="checkbox"/> Safety Glasses <input type="checkbox"/>
	<input type="checkbox"/> Other _____
Phone Number:	

FOR OFFICE USE ONLY

Workers	Type of Work	Rate per hour \$

Transportation Charges:
Overtime:
Total:

*** For Office Use Only ***

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

* NOTE: there are 6 hours minimum per day per worker.

Instructions for Completing the Credit Card Payment

Credit Card Information

- Fill in all credit card information including the estimate payment amount to be charged to your credit card. Form must be signed and dated by the cardholder for validation. Latin Labor Staffing cannot process credit card payments without an authorized signature.
- Latin Labor Staffing 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.

Request Authorization

- Latin Labor Staffing will request authorization on your credit card for the hours estimated of work by our company.
- We will charge the final amount on your credit card; after the workers are done with the job.

Payment Information

- To properly apply your payment, please indicate PO number (if applicable), quantity of hours and total of workers need it. If a partial payment is remitted or want to pay cash at the end of the day, please let us know.

Important Information

- Please fax a copy of your Credit Card and driver Licenses to 704-676-5283
We will not send any workers to the job site if we do not have the proper information require by our company.
To avoid delays on your workers please provide all the information need it.
If the Job is more then 20 miles from our office, transportation charges will apply.
We will use this authorization to charge your credit card for any additional amounts incurred if you do not tell us the exactly type of work our workers will be doing, according the workers compensation codes
- You may also contact us to 704-676-5282 if you have any questions and/or need additional information.

