

# Allsteel® Inc.

## Authorization to accept pre-payment of Credit Card

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The following information must be completed below or on agency letterhead along with standard credit card processing information to authorize Allsteel Inc. to accept pre-payment via credit card.

Date: \_\_\_\_\_ PO# \_\_\_\_\_ Cust Code \_\_\_\_\_  
S/O# \_\_\_\_\_

To: \_\_\_\_\_ Fax# \_\_\_\_\_

I, \_\_\_\_\_ (name of individual submitting the request),  
represent to The Allsteel Company that I have contracting authority on behalf of  
\_\_\_\_\_ (the government agency purchasing the product).

This letter shall serve as a written request to accept credit card pre-payment for the product shown in the attached Purchase Order. Please process the payment no later than \_\_\_\_\_, 200\_\_. I am aware that the payment term under Allsteel Inc.'s GSA Multiple Award Schedule is Net 30 days from the date of invoice and I acknowledge that this request for pre-shipment payment processing waives such payment term and any contract provisions of any FAR relating to timing of processing credit card payments. This waiver shall only be effective for the attached purchase order only. The total amount to be charged is: \_\_\_\_\_.

Credit Card informaton: Allsteel will you for your credit card information. Please provide your phone number and best time to call:

Phone number: \_\_\_\_\_

Best time to call: \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_

Card Holder Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Fax# \_\_\_\_\_

Ship to Zip \_\_\_\_\_