



# DIRECT LEGAL SUPPORT

## Credit Card Authorization Form

*Please be sure to sign and date the bottom prior to sending to us. Thank you.*

For first time and out of state clients, please complete and submit with your assignment(s). For existing clients, please complete this form if making a payment to your account.

|                           |  |
|---------------------------|--|
| Firm/Customer Name: _____ | Acct. #: _____                         |
| Address: _____            | Suite: _____                           |
| City: _____               | State: _____ Zip: _____ Country: _____ |
| Telephone Number: _____   | Fax: _____                             |
| E-mail address: _____     |  |

|  |                                       |                                       |                                    |
|--|---------------------------------------|---------------------------------------|------------------------------------|
| <b>FOR SERVICES BEING PERFORMED:</b>     |                                       |                                       |                                    |
| <input type="checkbox"/> Process Service | <input type="checkbox"/> Skip Tracing | <input type="checkbox"/> Court Filing | <input type="checkbox"/> Statement |
| <input type="checkbox"/> Other _____     |                                       |                                       |                                    |

**NAME ON CARD:** \_\_\_\_\_

**CREDIT CARD TYPE:**     VISA     MASTERCARD     AMERICAN EXPRESS

**CARD NUMBER:** \_\_\_\_\_

**V-CODE** (3 digits on M/C & Visa, on back. 4 digits on Amex, on front): \_\_\_\_\_

**EXPIRATION DATE:** \_\_\_\_\_    **AMOUNT TO CHARGE TO CARD: \$** \_\_\_\_\_

This Authorization form is required for new clients and clients outside of California. For Clients in California, your first Order is always charged to a credit card. For clients outside California, all Orders will be charged to your card, unless prepaid by check. Once credit has been established, this authorization is a guarantee of payment. Direct Legal Support, Inc. reserves the right to charge your card for past due balances not paid within our credit terms. Because most of these transactions are performed electronically, it is not required that Direct Legal Support, Inc. keep a physical credit card on file in order for the charge to the card to be valid. I UNDERSTAND THE CHARGE FOR THE ABOVE SERVICE IS NON-REFUNDABLE, NON-REVOCABLE, AND NON-CONTESTABLE. I WAIVE MY RIGHT OF REFUND AND/OR TO DISPUTE THE CHARGE. Direct Legal Support, Inc. is authorized to charge your card for the amount of the charges incurred to complete the Order(s) submitted, as described in either your letter of instruction or other means, including this authorization.

Direct Legal Support, Inc. reserves the right to restrict the credit of any client for any reason. It is further agreed that this contract is negotiated in Los Angeles, CA.

**I certify that I am the holder of the above credit card, or have been authorized by the holder, to use it to pay for services provided by Direct Legal Support, Inc. and I agree to all of the above terms and conditions.**

**Signature:** \_\_\_\_\_    **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICE USE ONLY BELOW THIS LINE

Authorization #: \_\_\_\_\_    Authorization Date: \_\_\_\_/\_\_\_\_/\_\_\_\_    Customer Number: \_\_\_\_\_

**Fax completed form to: (866) 241-0051**