



Tender Authorization Form

Retention Location: Locked till during outage

Blank: Closure and Outage Binder

Retention Period: Shred once tendered

Tender Authorization Form

- Use this form when the OTP register is down and a transaction cannot be tendered
- The customer completes all sections of the form
- Retain the completed form in the locked till
- When the OTP System returns to operational: process the transaction; if requested by the customer, fax or email the receipt and shred the Tender Authorization Form
- **Contact the customer if additional information is needed**

Customer/Account Information

Customer Name: Customer Phone:	Fax or Email Receipt? Customer email: Customer Fax:
Tender Type: <ul style="list-style-type: none"><input type="checkbox"/> FedEx Office Commercial Account (not a shipping acct.)<input type="checkbox"/> American Express<input type="checkbox"/> Discover<input type="checkbox"/> Visa<input type="checkbox"/> MasterCard<input type="checkbox"/> Check #<input type="checkbox"/> Cash	Account Number: Expiration Date: Billing Zone Improvement Plan (ZIP):
OTP Order #:	Amount to be charged:

Additional Notes: