



Dear SVA Campus Store Customers,

When placing phone orders with SVA Campus Store, in order to protect your interests and ours, here is a list of action items we will require from you to be completed in order to process the order. We require that every item on this list be completed. Any incomplete paperwork will only delay the processing of the order as the order will be rejected from the system, until we receive the balance requirements from you via fax / email. It has become necessary for us, as a merchant to follow these guidelines due to increasing fraudulent activities on orders placed without the actual card be present at the time of transaction.

Thank you for your cooperation in this matter.

SVA Campus Store *Management and Staff*.

Items needed as an alternative to actual card while processing the transaction

- a. A scanned image of the credit card being used, back and front of the card showing clearly the details of the card, including the card number, name on the card, expiration date, signature on the card and the 3 or 4 digit security code
- b. Hand written billing address of the account on the same sheet of paper
- c. Hand written card number, name on card exactly as it appears and expiration date including the 3 or 4 digit security code on the same sheet of paper
- d. The above requirement to be signed and faxed back to us along with the return privilege duly signed and dated, sales invoice and charge slip signed and dated and in cases where applicable the Verification of Eligibility form duly filled and faxed back to the numbers listed below

In those instances when you would like to send someone else, other than yourself to pick up the items from the store, kindly note the full name and driver's license ID number / social security number of the person on the credit card sheet, to indicate your instruction to us of the same. We will be unable to release the items purchased to persons other than the end customer, without prior written consent from you, the purchaser and card holder.

In those instances where you would like to come in to pick up the items from the store, after placing the phone order, kindly remember to bring the actual credit card used for the transaction and a valid photo ID, as a form of identification to pick up the items from the store. We will be unable to release the items purchased without the credit card as verification of purchase.

If the purchase is being shipped to you, kindly remember to sign and acknowledge the shipping document, which will be faxed to you along with the sales invoice and related paperwork. All related paperwork will need to be faxed back to us in order to complete the processing of your purchase.

207 East 23rd Street, New York, NY 10010



SVA Campus Store

Phone Order Guidelines:

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- a) A scanned image of the credit card being used, back and front of the card showing clearly the details of the card, including the card number, name on the card, expiration date, signature on the card and the 3 or 4 digit security code
- b) A scanned image of the card holder's photo ID.
- c) This completed form.

Credit Card Authorization

Cardholder's Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: (____)____-____ Fax: (____)____-____

Credit Card Types: MasterCard: ____ VISA: ____ AMEX: ____ Discover: ____

Credit Card Number: _____ (3-4) Digit # _____

Expiration Date: _____

I HEREBY AUTHORIZE SVA CAMPUS STORE TO USE THIS CARD FOR PAYMENT ON THE FOLLOWING TRANSACTIONS.

Signature: _____

Dollar Amount Authorized: \$ _____

Please send documents to Campusstore@sva.edu or Fax: (212) 592-2914

All Orders Must Be Confirmed Before Processing.