

## Credit Card Info

When taking a credit card number from a franchise or client be sure to remind them there will be a 4% handling fee collected that will not go towards their trip deposit. Be sure you write down the card number, first and last names with middle initial, and the expiration date.

- 1) "You are aware of the 4% handling fee" – not toward payment
- 2) First Name
- 3) Last Name
- 4) Middle Initial
- 5) Address
- 6) Zip
- 7) Home Phone Number
- 8) Email Address
- 9) Card Number
- 10) Type of Card
- 11) Expiration Date
- 12) **Verification Code** on back of the credit card. For Visa and Mastercard this is a three digit number. For American Express this is a four digit number on the **front** of the credit card.
- 13) Add 4% to the amount they are charging and say "Thank you for your payment of \$XXXXXX that will be charged to your card today."

If a customer is not aware of the 4% charge and disputes the charge with one of the credit card companies we will lose our right to accept credit cards. This affects all franchisees so do your part.