



Tender Authorization Form

Retention Location: Locked till during outage

Blank Forms: Closure and Outage Binder

Retention Period: Shred immediately after tender is complete

Tender Authorization Form

- Use this form during a system outage and a transaction cannot be tendered
- The customer completes all sections of the form
- Retain the completed form in a locked cash till of the OTS or OTW register
- When the impacted 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 for additional information (e.g., CVV number at the time of tender)**

Customer Information

<p>Customer Name:</p> <p>Customer Phone:</p>	<p>Fax or Email Receipt and/or Tracking Number?</p> <p>Customer email:</p> <p>Customer Fax:</p>
<p>Tender Type:</p> <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 # (not acceptable for shipments) <input type="checkbox"/> Cash (not acceptable for shipments) <input type="checkbox"/> FedEx Shipping Account 	<p>Account Number:</p> <p>Expiration Date:</p> <p>Zip Code:</p>
<p>FXO Team Member to complete information below:</p>	
<p>OTP Order #:</p>	<p>Complete the checklist below for shipment creation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verify ID for Cash/Check/Credit Card transaction <input type="checkbox"/> Circle ID Type (if applicable): Driver's License, State-issued ID, Military ID or Passport <input type="checkbox"/> Name on ID _____ <input type="checkbox"/> Address on ID _____ <input type="checkbox"/> City/State/Zip on ID _____
<p>Amount to be charged (including tax, if applicable):</p>	

Additional Notes: