

Attn.: _____

FAX No._____

CREDIT CARD AUTHORIZATION

Ι	o charge my	_credit	
Card No	with expiration date of	and V-code	
plus 2.5% LOST CASH CHARGE for the f	ile (s) picked up from the City of Lagu	na Beach. I understan	nd if the
copies are not picked up within thirty (30) da	ays from date of order COPY & PRINT	CENTER is not liable	for lost
copies, however I am responsible for copies	and service that was rendered by COP	Y & PRINT CENTER	•

Signature

(If card is not present at the time pick copies, please give us full information on billing address.

PLEASE PRINT

Name

TELEPHONE

ADDRESS

Ship/Billing to Address:

Date:

PLEASE NOTE

- All pages in the file will be copied as they are unless noted otherwise (B&W in B&W, color in color, etc..).
- If specific document pages are needed, ALL pages must be marked clearly with paper clips, post-its or rubber bands.
- Please make sure you have the correct address. THERE IS A \$30⁰⁰ PICK UP FEE for each address (including wrong addresses) Once completed copied plans will be returned to the city and must be picked up at the city by authorizer
- File will be picked up from the city within a 24 hour window, rush jobs must be noted and will be charged a \$20 rush fee

Please check with the City building division to find out if an authorization is required before releasing any approved plans for copying.

PLEASE CHECK YOUR REQUEST

FILE ADDRESS			
Copy all pages	Copy only tagged pages		
Copy Color in	Copy Plans	Other	