



Elite Moving Labor LLC
5811 Memorial Hwy Ste 105
Tampa, FL 33615
Toll Free: (888) 354-8303
Fax: (888) 901-4464
www.EliteMovingLabor.com
billing@elitemovinglabor.com

PRE-ORDER AUTHORIZATION

The Pre-Authorization form allows you to put your billing information on file before your actual move takes place. It is important to remember that you can **always** pay by cash or credit card on the day of your move, the Pre-Authorization is **not required** for you to pay by credit card, unless the credit card will not physically be on the job site. Instead, the Pre-Authorization is designed to help customers in the following situations:

- If the person paying for the move will not physically be on the job site. For example, if you are paying the balance for your son/daughter.
- If you are concerned about credit card privacy and do not want to enter your credit card information on our work order.
- If you prefer to organize your moving expenses ahead of time and would like to designate your payment method.

How it Works

At the end of your move you will have the option to pay by cash or credit card. Credit card payments made on site usually require a written authorization and the card must be present. By completing the enclosed form you will only be required to sign the work order indicating the total amount due. Once the work order is processed at our office the card on file will be charged.

Receipt

Once your order is complete and the charge has been processed, you will receive a PDF copy of your order receipt by email.

Completed Forms

Complete the enclosed form in its entirety. Completed forms can be faxed to (888) 901-4464 or e-mailed to billing@elitemovinglabor.com. Please allow at least one business day for processing.

More Information

Additional information about the payment methods we accept can be found on our website at www.elitemovinglabor.com/faq.



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CREDIT CARD AUTHORIZATION FORM – PRE AUTHORIZATION

Please fax or email this completed document to the number or email address listed above

In lieu of my credit card imprint, I, _____, Hereby authorize **Elite Moving Labor LLC** to charge the **total balance due** (as indicated on my work order) for moving labor rendered to the following credit card:

Card Number _____
(Visa, MasterCard, Discover or American Express)

Expiration Date _____

CVV2 Security Code _____
(3 digits on the back for Visa, MC and Discover. 4 digits on the front right for AMEX)

Issuing Bank _____

This is a Business Card: YES / NO | If Yes, Business Name: _____

The billing address for the above card is:
(Required for fraud prevention. The address and name should match your card issuers records)

Name on Card _____

Street Address _____

City, State, ZIP _____

Email Address _____

(A receipt will be sent to this email)

By signing below and submitting for payment, I acknowledge the acceptance of the Terms and Conditions. Additionally I waive any charge-back rights and in the event of a dispute, requests for a refund must be submitted in writing along with any all documentation in accordance with the policy of our merchant provider. I understand that the “total balance due” as indicated above will be the amount indicated on my work order at the completion of my move in conjunction with the agreed upon pricing rates provided by Elite Moving Labor LLC.

Customer Initials: _____

Signature As It Appears On Card _____

Today's Date _____

This form must be completed in full and all statements correct and true in order for your payment to be processed.