



— Saving you time and money —

HOUSE ACCOUNT AUTHORIZATION FORM

Executive Virtual Assistant has established a House Account in your name, to expedite your service requests in a more timely and convenient fashion. Hourly & Project Rates will have their credit card charged immediately following completion of the request and Weekly Plan's will be charged the 1st & 15th of every month. This form is and will be protected by the Executive Virtual Assistant Privacy Notice.

CARD HOLDER INFORMATION

NAME: _____ COMPANY: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

MOBILE: _____ FAX: _____

E-MAIL: _____ I prefer to have invoices sent by email instead of regular mail

ADDITIONAL AUTHORIZED USERS:

_____ TITLE: _____

_____ TITLE: _____

PAYMENT AUTHORIZATION

CARD TYPE: VISA MASTERCARD DISCOVER

ACCOUNT NUMBER _____ EXP. DATE: ___/___/___

CID NUMBER(3 digits on back of credit card): _____

vendors may require for security verification

I hereby authorize Executive Virtual Assistant, LLC to charge my credit card for their services and/or products. I also authorize the Executive Virtual Assistant, LLC to provide my personal credit card information and number to vendors/suppliers for the purchase of goods and/or services on my behalf.

** An invoice for all purchases of products and/or services will be provided.*

Signature: _____ Print Name: _____ Date: ___/___/___

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