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**RECORD OF MAIL ORDER CREDIT/DEBIT CARD TRANSACTION**

Please complete in BLOCK CAPITALS and return this form so we may action your order. Many thanks.

Cardholder's Name:

Cardholder's Billing Address:

Cardholder's Daytime Contact Number:

Card Type:  Delta (Visa Debit)/Switch/Maestro  
 Visa Credit/MasterCard/AMEX  
Please note a surcharge of 3% is applied to any settlement by credit card. Debit cards do not incur such a surcharge.

Card Number:

Security Code:  Note: Security code is a 3-digit (4-digit for AMEX) number on the back of your card.

Card Expiry Date (MMYY):  Issue No. or Start Date for Switch/Maestro:

Total Amount Due:

I authorise Overseas Business Travel to debit my card for the amount stated above. I understand that a surcharge of 3% is applied to any settlement by credit card. By signing this form I agree to Overseas Business Travel's terms and conditions.

Full Terms & Conditions are available online at [www.overseasbusinesstravel.co.uk/terms.php](http://www.overseasbusinesstravel.co.uk/terms.php).

**Cardholder's Signature**

**Date**

