



## CREDIT CARD POLICY

Design Supply Doors offers two ways in which a customer may pay his/ her invoice with a credit card – in-person at our office or online.

Design Supply Doors has invested in the new chip reader credit card machines to limit our liability and protect our customers against fraudulent charges. We will continue to accept credit cards with the following conditions:

1. Cards must be presented in person.
2. Cardholder must be present with I.D. (we will ask)
3. If using a company card without your name on it, we need prior written authorization signed by an officer of your company with a list of all authorized signer names. We will retain this list in your account file and will ID signers.
4. Payments made over-the-phone will be **limited to \$1,000.**
  - a. All security questions must be correct
  - b. If any information does not match – the sale will be voided and another form of payment will be required.
  - c. An additional convenience fee \$5.00 will be added to credit card orders over the phone.