



**CREDIT CARD PAYMENT AUTHORIZATION FORM-BID DOCUMENT PURCHASES**

**(PLEASE PRINT CLEARLY & COMPLETE ALL LINES)**

Document Number(s): \_\_\_\_\_

Cost of Document(s) (Incl.Tax): \$ \_\_\_\_\_

Handling Fee(s) (Incl. Tax): \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**Mandatory Courier Information:**

Please circle which courier to ship via:      Canpar      Purolator      FedEx

**Your Courier Account Number:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name for Bid Document: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ P.C. \_\_\_\_\_

Bus. Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E-mail (**Req'd for Addendums**): \_\_\_\_\_

Please be advised that the information provided above will be used strictly to update the Document Takers for the bid document purchased.

If the bid document is advertised on Halton's website, any addenda issued will be posted to the on-line website. In this case, **the Region will attempt to notify each Document Taker by e-mail, of the issuance of an addendum to the bid document, using the e-mail address provided above at the time of bid document purchase.**

The Region will not be responsible for a missing or invalid email address. It is the Bidder's responsibility to view and/or download all applicable addenda prior to submitting a bid.

**Credit Card Payment: (CIRCLE ONE)**



or



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Business Phone: (\_\_\_\_\_) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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**Region of Halton – Purchasing Services**

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