

AcroTime Credit Card Authorization Form

Note: Adobe Reader allows you to open and fill out the form; when complete kindly print and fax the form to (919) 573-9109.

The following payment information is required:

Company Name				Acct#	(OFFICE USE ONLY)
Card Type	<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX				
Card Number		Exp Date		CVV	
Cardholder Name					
Contact Phone					
Street					
City		State		Zip	
Email Receipt to:					

Signature of Cardholder: _____ **Date:** _____

*Signature is optional. Authorized use of this credit card for AcroTime fees is based on implied agreement of email correspondence and AcroTime Service Agreement.

To view and download your invoices log in to your AcroTime account and click on:

AcroTime Platinum : COMPANY SETTINGS-->SYSTEM-->INVOICES
AcroTime Standard : COMPANY SETUP-->INVOICES

AcroTime Fees

Monthly charges are calculated and invoiced on the last day of each month and are based on the maximum number of users and employees that were active on any day during the month. Credit card payments are processed within the first two weeks of each month. Any changes and/or adjustments to your account should be made before the end of the month so they are correctly reflected in the next billing cycle.

Credit Card Payment – AcroTime fees are charged to the client’s credit card which is stored securely encrypted in separate credit card processing software.

ACH Payment – ACH Debit terms are available.

Every month our clients receive advance email notice of the pending ACH debit to their account. The email provides the amount of the transaction, invoice number and date to expect the ACH to take place.

Please click the link below or copy and past the link in your browser to access our ACH Authorization .pdf document named: “AcroTime ACH Debit Authorization Agreement”.

<http://www.acrotime.com/payments>

Download, Save and/or Print the form. Fill out the ACH information requested and produce a copy of a voided check, then fax those two items AcroTime billing at (919) 573-9109.

