**CREDIT CARD PRE-AUTHORIZATION FORM**

Client’s name (complete your responses in the text boxes)

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Please give this card a name that we can use to communicate about it

(Ex. “The company Visa” or “Jim’s debit card”)

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Last 4 digits of Credit card number

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Expiration date

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E-signature: Completing and returning this form will serve as an electronic signature agreeing to the terms below.

After Client provides full credit card information to Nth Degree Tutoring (Company), the full information will be entered into a PCI-DSS compliant encrypted vault for future use. To confirm upon entry, Company will process a test charge of $5, which will be credited to client’s account. Afterward, Company will not have access to this credit card’s vital information.

No deposit is provided or required. Client authorizes Company to charge billable hours on a weekly basis. Company will provide an invoice for each week’s charges and will automatically process the card.

This pre-authorization qualifies for the reward rate. The reward rate is $70 / hr as of 1/01/19, and is subject to increases in the future with 30-day notice to all active clients. In the event of credit card failure, Company will notify Client and allow one week for Client to provide payment. Without updated credit card information within that one-week period, this agreement will be void; Client’s existing balance and all future charges will increase to Company’s base rate, which is $10 / hr above the reward rate. Furthermore, if the balance due exceeds the equivalent of three hours of lessons, services will be discontinued.

Correspondence between Client and Company (emails, phone calls, meetings) is billed by the 1/4 hour, except the first ¼ hour each week.