

Credit Card Payment Authorization Form



Thank you for your interest in a Samuel French property. **In order for us to process your request to charge your credit card, this authorization form MUST be filled out in full, signed, dated and either faxed to (212-206-1429) or mailed to: Samuel French, Inc., 45 W. 25th Street, New York, NY 10010.** Upon our receipt of this signed agreement, we will charge your credit card the U.S. dollar amount authorized below.

Please check the box in the section below that applies to your situation and fill in the requested information:

We have **ALREADY** been licensed for performance/s and **have received an invoice or contract:**

INVOICE/CONTRACT #	PLAY/MUSICAL TITLE		
TOTAL NUMBER OF PERFORMANCES	DATE OF <i>FIRST</i> PERFORMANCE	DATE OF <i>LAST</i> PERFORMANCE	AMOUNT TO BE CHARGED TO CREDIT CARD
	Month Day Year	Month Day Year	\$
	/ /	/ /	

We have **ALREADY** been licensed for performance of a musical and **have received a contract.** We would like our credit card to be charged for the LICENSING and RENTAL FEES as stated in the contract, and that Performance License Contract. We also understand that the SECURITY DEPOSIT as outlined in that contract is **payable only in the form of a check or money order** which must be sent to Samuel French, Inc. directly. Late and/or replacement fees if the materials are not returned in accordance with the terms of your contract or other obligations stipulated in that contract are not met.

We would also like the shipping charges (non-refundable) charge to our credit card.

CHECK one of the below options:

UPS Next Day (Not to exceed \$300) UPS 2nd DAY (Not to exceed \$200) UPS 3 Day (Not to exceed \$100)

It is understood that once your credit card payment is authorized it is not reversible or revocable or refundable under any circumstances whatsoever unless authorized in writing by Samuel French. All Samuel French's licensing stipulations apply:

- Samuel French must be notified immediately (i.e. prior to the licensed opening date), in writing, of cancellation or postponement of any and all performances. Upon notification Samuel French will authorize the appropriate credit or refund.
- The play will be presented as it appears in published form and the author's intent will be respected in production, and that no changes, interpolations or deletions, in the book, lyrics, or music shall be made in this play for the purpose of your production.
- Author's credit shall be given in all programs and advertising under your control. The following statement is to appear on programs and posters: "Produced by special arrangement with SAMUEL FRENCH, INC."

Your signature below indicates agreement to the terms outlined above and further authorizes Samuel French, Inc. to charge the performance license fees, deposit amounts, shipping charges and late fees (if applicable) as specified above.

PRODUCING ORGANIZATION LICENSING THIS PERFORMANCE		<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> Discover	
NAME OF CREDIT CARD HOLDER		CREDIT CARD #	
CREDIT CARD BILLING ADDRESS		EXPIRATION DATE	CVV (3 OR 4 DIGIT SECURITY CODE ON BACK OF CARD)
STREET ADDRESS		SIGNATURE OF CARDHOLDER	
CITY	STATE	ZIP	PHONE NUMBER FAX
		EMAIL	