



PLATTSBURGH ROTARY CLUB

P.O. BOX 86
PLATTSBURGH, NEW YORK 12901

Rotary Radio Day Instructions for payment by Credit Card

The enclosed form(s) must contain ALL information listed:

1. Full card Account Number (put in area across top of slip; **disregard** "do not write above this line.")
2. Full Expiration Date, Month and Year (e.g. 05/13)
3. The 3-Digit SIC number from the back of the card (to right of signature)
4. Name as listed on the card
5. Billing Address of the card
6. Authorized signature
7. Date being signed
8. Name of Rotarian selling the ad(s)
9. The description: Rotary Radio Day Advertising

Please print CLEARLY!
Review the sample.

- Rotary gets the original (top form)
- Attach Merchant slip to the Rotary Sales Contract and hand in
- Customer gets the (bottom) copy

The image shows two sample credit card sales slips. The top slip is a 'SALES SLIP ORIGINAL' and the bottom is a '2 PART ELECTRONIC SALES SLIP'. Both slips have numbered callouts (1-9) pointing to specific fields. Callout 1 points to the account number field (5398633). Callout 2 points to the expiration date field. Callout 3 points to the 3-digit SIC number field. Callout 4 points to the name field. Callout 5 points to the billing address field. Callout 6 points to the signature field. Callout 7 points to the date field. Callout 8 points to the name of the Rotarian selling the ad(s) field. Callout 9 points to the description field (Rotary Radio Day Advertising).

ROTARY FOUR-WAY TEST "Of the things we Think, Say or Do"

Is it the **TRUTH**? 2. Is it **FAIR** to all concerned? 3. Will it build **GOODWILL** and **BETTER FRIENDSHIPS**? 4. Will it be **BENEFICIAL** to all concerned?