

## PERSONAL TOUCH TOURS TRAVEL AGENCY

3301 Dogwood Dr.

Hapeville, Georgia 30354

404-305-9353 Fax 404-305-9912

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The following information is needed to process your credit card:

1. Copy front and back of credit card. ( Copy must be legible) please make large
2. If this is a corporate purchase, please make sure to pay on a company card and have all information on a company letterhead.
3. The credit card number written out along with exp. Date.
4. The total amount being charged to the card, with the rate you were quoted. Please include number of tickets being purchased or number of people traveling.
5. A signature that matches the credit card authorizing the ticket purchase. Be sure to include credit card fee of \$4.00 for each amount being charged for all charge purchases over the phone.
6. Any information that will allow us to contact you, including home phone number, fax number, cell phone number and/or work number.
7. An address. ( P.O. Box) where the bill is being mailed
8. Also submit a valid copy of your Driver's License to verify authorized signature.

Please fax your information back to (404) 305-9912 and please put it to The attention of the person you spoke with. If you have any questions, You can reach our office Monday thru Friday from 10:00am till 3:00pm at (404) 305-9353 (closed on Wednesday). Thank you.

**\*In case you cannot read the numbers on your card after you have made a copy of it, try enlarging the card. This will work most of the time.**