FedEx Office ®

Retention Location: Locked till during outage

Blank: Closure and Outage Binder

Retention Period: Shred once tendered

Tender Authorization Form
- Use this form when the OTP register is down and a transaction cannot be tendered
- The customer completes all sections of the form
- Retain the completed form in the locked till
- When the OTP System returns to operational: process the transaction; if requested by the customer, fax or email the receipt and shred the Tender Authorization Form
- **Contact the customer if additional information is needed**

Customer/Account Information

Customer Name: **Customer Phone:**	**Fax or Email Receipt?** **Customer email:** **Customer Fax:**
Tender Type: ☐ FedEx Office Commercial Account (not a shipping acct.) ☐ American Express ☐ Discover ☐ Visa ☐ MasterCard ☐ Check # ☐ Cash	**Account Number:** **Expiration Date:** **Billing Zone Improvement Plan (ZIP):**
OTP Order #:	**Amount to be charged:**

Additional Notes: