

## Client Payment Options These Are The Only Payment Methods We Accept

- Option 1.** Bank Cashier's Check or Bank Money Order.
- Option 2.** Bank Wire Transfer. A \$10 additional fee applies to this method of payment. You must add \$10 to the total amount you are wiring to us as our bank charges us this fee. Call us for wire transfer instructions.

**Important: Once your wire is complete, you must email (support@insurevents.com) or fax (310-216-9534) us a copy of your wire transfer receipt. Failure to complete this final step will delay or prevent the issuance of your policy.**

- Option 3.** Company check only if there is time to place a 15 day hold on the issuance of your policy pending clearance of your check.
- Or Option 4.** Credit Card, but only online at our website (www.insurevents.com/pay.htm). There is an additional 3% processing fee on all credit card payments.

### FOR CREDIT CARD ORDERS ONLY, PLEASE FOLLOW THESE INSTRUCTIONS EXACTLY.

- A.** Go to [www.insurevents.com/pay.htm](http://www.insurevents.com/pay.htm) and follow the instructions to process your payment online. Remember to include an additional 3% processing fee. Example: \$250 premium + \$7.50 processing fee = \$257.50 total charge.
- B.** Complete, sign and return (via fax or scan & email to support@insurevents.com) the authorization information below.  
**Your policy can't be issued until we receive the authorization.**

**I understand once this charge is made against my credit card, it can not be refunded, even if my event is cancelled for ANY reason. Therefore, make certain your event arrangements are complete and certain before you pay your premium.**

I authorize Event Insurance Services, Inc. dba insurevents.com, to charge my premium payment (plus a 3% processing fee) on the credit card I used to make my online payment and which is indicated below.

**Please Print**

Insured Name:			
Contact Name:			
Telephone:		Fax:	
Email:			
Name on Charge Card:			
(Please check one)	Visa <input type="checkbox"/>	AMX <input type="checkbox"/>	Mastercard <input type="checkbox"/> Discover <input type="checkbox"/>
Card #:	Expiration Date:	CVN*	
Billing Address:			
City:	State:	Zip:	
Your Total Premium \$	+ Mandatory 3% processing fee: \$	<b>= Total Charged: \$</b>	

\*CVN (Card Verification Number) - the last 3 numbers on the back of your credit card. Except American Express cards where the number is 4 digits and is located on the front of your card.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If cardholder is different from contact person/insured:**

What is the relationship between them? \_\_\_\_\_ Telephone # of the cardholder: \_\_\_\_\_