



# Yes, we accept BizX!

Making a BizX sale is as easy as a cash or credit card sale; it's just another form of payment. When a customer presents you with a BizX card for payment, simply follow these three easy steps.

## STEP 1

Fill out a transaction slip and obtain a signature from the customer.

- Buyer (customer) number and name
- Seller (our) number and name
- Date
- Description
- Transaction amount
- Tax amount
- Total amount
- Customer signature

## STEP 2

Give the pink carbon copy to the customer and retain the other copies for your records.

## STEP 3

Obtain an authorization number by **phone** at **1-800-705-BIZX (2499)** and follow the prompts provided.

OR

Or complete **online** at **my.bizx.com**

Login, then navigate to the **Transactions** tab. You'll be taken to the **Charge a Card** page.

Enter the first 7 digits of the BizX card number, the dollar amount, and any notes.

Click **"Add"**, and you're done!

<b>bizx</b>		DATE 02   18   2016
BUYER # 12345-01011-9999		AUTHORIZATION #
BUYER NAME Kelly Anderson		AUTHORIZATION FOR ALL TRANSACTIONS REQUIRED FOR AUTHORIZATION CALL 1-800-705-BIZX (2499)
SELLER #	YOUR COMPANY	
SELLER NAME		
CARDHOLDER'S SIGNATURE x Kelly Anderson		
THE UNDERSIGNED AGREES TO ALL TRADING PROCEDURES AND POLICIES AS OUTLINED IN THE MEMBERSHIP AGREEMENT. SIGNATURE INDICATES ACCEPTANCE OF GOODS AND SERVICES AND AUTHORIZES BIZX TO DEBIT THE BUYER'S ACCOUNT BY THE TOTAL.		
DESCRIPTION Dinner		AMOUNT 35.90
TAX 3.41		
TOTAL \$39.31		

Seller (our) #

Login