AVON
RENT - A - CAR - TRUCK - VAN

Credit Card Authorization / Account Setup Checklist

Please provide the following items:

1) Credit Authorization Form
    a. Make sure the signature matches the driver's license of the credit card holder
    b. We will only retain the authorization for future rentals if you request it by selecting the box
2) Credit card – Copies of front and back
3) Driver's license of credit card holder – Copy of front
4) Certificate of insurance
    a. Includes "Hired" and "Non-owned Autos" or "Any Autos"
    b. At least $1,000,000 liability limits
    c. Named certificate holder:

        Avon Rent a Car Truck and Van
        3200 W. Valhalla Dr.
        Burbank, CA 91505

- Avon will not release a vehicle until all paperwork is approved. Please make sure you have properly filled out the form and that we receive a legible copy. Emailed images typically come through more clearly than fax. You may call after sending in your paperwork, prior to sending your driver, to confirm we have approved your paperwork.

- By signing the following authorization letter, the cardholder has read and agreed to the terms and conditions set forth, and undersigned their financial responsibility to Avon Rent a Car Truck and Van.

Please call or email us if you have any questions. Thank you for choosing Avon!

Best regards,

Avon Rent a Car Truck and Van

9224 W. Olympic Blvd.
Beverly Hills, CA 90212
Phone (310) 277-4455
Fax (310) 277-0675
beverlyhills@avonrents.com

956 Seward St.
Los Angeles, CA 90038
Phone (323) 850-0826
Fax (323) 467-4239
hollywood@avonrents.com

2411 Lincoln Blvd.
Santa Monica, CA 90405
Phone (310) 392-8618
Fax (310) 399-0901
santamonica@avonrents.com

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Credit Card Authorization Form

Step One - Account Setup (Select One):

☐ One-time charge only – Reservation #: _____ Job Name/P.O. #_____
☐ Authorize Avon Rent-A-Car/Truck/Van to set up/update an account with this card for future rentals (Must include Cert. of Insurance)

Step Two - Coverage (Optional):

☐ Rental Liability Insurance (RLI)
☐ Loss Damage Waiver (LDW)

Step Three - Fill out Form:

Company Name: _____

Name as it appears on Credit Card: _____

Billing Address: _____

City: _____ **State**: _____ **Zip:** _____

Phone #: _____ **E-mail**: _____

Credit Card Number: _____

Exp. Date: _____ **CVV #** _____ **Federal Tax ID**: _____

Terms and Conditions:

The undersigned agrees that all monies due to AVON RENT A CAR TRUCK VAN under the aforementioned rental agreement may be charged to the credit card above. The charges herein shall include, but shall not be limited to, daily rental charges, drop off charges, missing fuel, over mileage charges, optional items (i.e. straps, pads, dollies), loss damage waiver (LDW), Rental Liability Insurance (RLI) charges, and any charges for loss or damage to the vehicle. The authorization shall apply to all charges incurred during the term of the rental agreement and any extensions thereof. Pursuant to their standard rental agreement, the terms of which are hereby acknowledged, to charge all sums under their credit card account and to do all acts necessary to process the credit card charge for payment. In the event that the credit card company described above fails or refuses to make payment for the charges submitted, the above individual or company will agree that he/she will be responsible/liable for any charges of said refusal.

Card Holder's Signature: _____ **Today's Date:** _____

Pickup Date: _____

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