

## Instructions for Credit Card Processing Machine

Start with the imprinter slide in the far left position. Make sure the **Mission Resource Center merchant plate** is firmly attached. Place the **customer's credit card** (VISA and MasterCard only) in the location shown above the merchant plate. Use a full-length **credit card slip**, and insert it under the tab located in the lower left available space, next to the imprinter slide. Make sure the slip is firmly in place and slide the imprinter from left to right and then back again to the left-hand position. *You may want to practice one to make sure the imprint is dark enough to be clear on the bottom copy.* Verify that the **customer's name, card number and expiration date** are clearly readable. On the credit card slip, **check that you have verified the card's expiration date** is in the future, fill in the **date of purchase**, and the **total sale** (you may want to list merchandise, quantities and prices, at a minimum). Have the **customer sign** the charge slip and clearly write their **phone number** above their signature. If the slip is 3-part, give the Customer Copy to the purchaser, and keep the back copy for your records. The **original (top copy) must be returned to MRC** with your check for total sales within one (1) week after your event has concluded. MRC will process the credit card slips, and credit the total submitted to your MRC account as an offset to the total sales. If you have questions about operation of this credit card machine or accounting for your sales proceeds, please call the Mission Resource Center at 800-305-9857.

