



## Credit Card Charge Form

Company Name:

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Card Holder's Name:

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Credit Card Number:

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Expiration Date:

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Billing address on the Card:

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Amount to charge:

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Invoice Number (if applicable):

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Attendee Name(s) and Class Date(s):

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Signature \_\_\_\_\_  
Card Holder's Authorization

Date: \_\_\_\_\_

Please fax form to: Xactly Corporation – Accounting Fax: 408-977-0782



Enter the name of the document here

**Cancellations:**

You can cancel your attendance to any class without penalty, up to 5 days in advance of the start of the class. You will receive an Xactly Education credit that can be used any time in the next 12 months for the Xactly Training session of your choice.

**Substitutions:**

You can substitute Training attendees at anytime. Please notify Xactly Training (Training@xactlycorp.com) of the change prior to the start of the training session.

**Charges:**

Your credit card will be charged when this order form is received by Xactly Corporation. All Training sessions must be paid for in advance of the start of class.