

# Manual Charge Voucher

15 digits American Express card number which starts with "37"

Name of card member & expiration date on the card

10 digits Merchant Number which starts with "980" (for Singapore) and Trading Name

Card member's signature. Please ensure that it matches with the signature at the back of the card

2 digits number signifying authorization from American Express

Validity Date Checked

Cardmember Account Number

Approval Code

Check or Credit

AMERICAN EXPRESS INTERNATIONAL, INC. INCORPORATED WITH LIMITED LIABILITY IN DELAWARE USA, REGISTERED AS A FOREIGN COMPANY IN SINGAPORE. ARB No. 00 518 206

Date of Charge

Merchant/Services

Taxes

Tip/Misc.

Any delayed charges are listed below

Type of Delayed Chg.

Am't. of Delayed Chg.

Revised Total

Cardmember Signature

Total

Establishment agrees to transmit to American Express Travel Related Services Co., Inc. or Authorized Representative for payment. Merchandise and/or service purchased on this card shall not be resold or returned for cash refund.

AMERICAN EXPRESS Cards

Invoice Number

Service Establishment Copy

Record of Charge

Transaction date

The amount that the card member is paying for

Merchant Number that starts with "980" (for Singapore market)

Trading name and trading address

Merchant's signature

Caution: Do not write or draw above or below the blue lines. To avoid delays in when to reduce correspondence:

1. Make sure charges are clearly totaled.
2. Enter the number of charges on the box below.
3. Use all Record of Charge forms included in this Charge Summary (No more than 100 per envelope).
4. Verify that all documents are enclosed.
5. For your protection, retain your copy of the Charge for 6 months.

Charge Summary

Use Imprinter and Plastic Card

Authorized Sign

Date

Grand Total of All Charges

Number of Charges

AMERICAN EXPRESS Cards

Invoice Number

Duplicate Establishment Copy

Summary of Charge Records

Submission date

Total submission amount

Total submission (Record of Charges)