



The American Association for Laboratory Accreditation

I108 – Credit Card Payment Information

Document Revised:
June 13, 2011

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Each training class registrant and applicant for accreditation will receive an invoice as soon as the registration/application is processed.

Please wait to receive your invoice before submitting payment.

Complete all of the information requested and submit via our secure fax 301-662-6756.

Incomplete or illegible submissions cannot be processed.

All of the information requested is required.

We do not recommend sending credit card information via email or US Mail.

- 1. A2LA accepts All Major Credit Cards.
2. 3 digit security code from the back of your credit card.
3. Authorized signer's name exactly as it appears on the card.
4. Four digit expiration date of the card formatted as MM-YY.
5. Street address where the credit card bill is mailed.
6. The ZIP Code where the credit card bill is mailed.
7. The amount that you wish to pay toward the invoice.*
8. The A2LA reference number of the invoice that you are paying.*
9. An email where we can send your receipt.
10. Your A2LA Customer ID#.*
11. A phone number where we can reach you with any questions or concerns.

1. Card Number - - -
2. Security Code
3. Card Member
4. Expiration Date - (MM-YY)
5. Street Address
6. ZIP Code
7. Amount \$ *
8. Invoice# *
9. Email Address
10. Customer ID# * Company Name
11. Phone Contact Name

* Please wait to receive your invoice before submitting payment.

Secure fax number 301-662-6756.



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DOCUMENT REVISION HISTORY

DATE	DESCRIPTION
6/13/11	<ul style="list-style-type: none">➤ Changed first #1 to specify all major credit cards.➤ Changed first #9 to specify an email address, rather than fax number.