



**dorothy butler**  
**LAW FIRM**

28515 Ranch Road 12  
Dripping Springs, Texas · 78620  
(512) 699-5632 · (512) 369-3535 (fax)  
dorothy@dorothybutlerlawfirm.com

**CLIENT CREDIT CARD PRE-AUTHORIZATION**

In an effort to better serve our clients and simplify your billing experience, our firm offers credit card acceptance. Charge card information is filed with your confidential client information and kept secure. Accounts on file can be charged either as a one-time payment on request, automatically each month upon the due date or as back up payment in the event of a past due balance with the firm. We appreciate your prompt payment. Please note, there is a 2% processing fee on all credit or debit card payments.

Client Name: \_\_\_\_\_

Card Holder Name (print) \_\_\_\_\_

Card Holder Billing Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Credit Card Type: Visa MasterCard Discover America Express  
Credit Card Number: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_ Security Code (the last three digits on back of the card): \_\_\_\_\_

- \_\_\_\_\_ (initial) I hereby authorize Dorothy Butler Law Firm to charge the consultation fee of \$20.00.
- \_\_\_\_\_ (initial) I hereby authorize Dorothy Butler Law Firm to charge the balance currently due on my account.
- \_\_\_\_\_ (initial) I hereby authorize Dorothy Butler Law Firm to charge filing fees and other out-of-pocket expenses pursuant to my fee agreement.
- \_\_\_\_\_ (initial) I hereby authorize Dorothy Butler Law Firm to charge the balance of my account automatically each month. Card will be charged the FIRST of the each month for prior month fees.
- \_\_\_\_\_ (initial) I choose to manually pay my account balance. Balance for legal services is due on the FIRST of each month. After the 15th of the month, balances are considered past due and will be charged a \$25 late fee. After 30 days, account balances will automatically be charged to the card on file.

**PERSONAL GUARANTEE**

The undersigned guarantees performance of the financial provisions of this agreement.

Card Holder Name (print) \_\_\_\_\_

Signature of Card Holder \_\_\_\_\_ Date: \_\_\_\_\_

If, after a payment by credit card, you later dispute the charges, unless prohibited by law, you agree not to cancel, revoke, charge back, or dispute any previously entered charge on your credit card. If you do so, and it is later determined that the charge was properly authorized, you agree to pay all out of pocket fees and costs incurred by Dorothy Butler Law Firm as a result of the improper cancellation, revocation, charge back, or dispute.