

If you use a credit card, we will charge an additional _____ % to help offset processing costs. This amount is not more than what we pay in fees. We do not surcharge debit cards.

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Credit card surcharging: Disclosure signage examples and instructions

1. Print and separate these signs. We have provided the signs in dark and light versions to suit the look of your location.
2. Enter the credit card surcharge rate you have configured.
3. Place the large signs (next page) at any entrances to your premises.
4. Place the smaller signs (below) at the register or any point of sale. We have provided different sizes to help with placement.
5. It might be useful to put the reminder signs at the register for your staff, but it is not required.
Remember to train your staff to inform guests of the surcharge when taking orders over the phone.

These templates are examples intended to comply with card brand rules. You may choose to create your own signs and disclosures in accordance with card brand rules. You are responsible for posting signage in accordance with applicable law and rules. See our surcharging FAQ for more details.

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Reminder to tell customers that we surcharge credit cards at _____ %

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