



# Manual Transaction Request

1. Complete parts A and B. Any missing information will result in delay of processing and possible rejection.  
\*Note: All manuals must have a valid authorization or the request will be rejected.
2. Be sure to provide proof of the transaction. I.e. receipt copy, journal tape, invoice, etc
3. Please send completed document to fax: (877) 229-8813 or email: manuals@fleetservicesonline.com

A. MERCHANT INFORMATION		
Merchant Name:	Wright Express Site ID:	
Site Phone Number:	Site Fax Number:	
Mailing Address:		
Street/P.O. Box	City	State Zip
Physical Site Address:		
Street/P.O. Box	City	State Zip
B. TRANSACTION INFORMATION		
Wright Express Credit Card Account Number:	Vehicle Card Number (5 Digits):	
Driver ID (4 or 6 digits):	Product Description:	Price Per Gallon/Unit:
Card Expiration Date:	Transaction Amount \$	
Transaction Date:	Authorization Number (6 Digits):	

If you have any questions please contact Merchant Services at: (888) 660-8941 M-F 8 - 6 EST  
Please allow 5 business days for processing