

# Credit Card Authorization Form

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To:  Re:   
From:  Fax No:   
Tel No:  E-mail:

## For the attention of front office staff and management

Company/Travel Agency/Booking Agency: \_\_\_\_\_

would like to confirm the hotel booking made for the following client:

Hotel Guest:  Company:   
Check-In Date:  Check-Out Date:   
Booking Reference:

## Accommodation fees are to be charged against the following credit card number:

Credit card number:  Expiry date:

As there is no physical card, travelers are not required to present a credit card for payment upon check-in or check-out.

Fees to include:  room only  room and breakfast only  local taxes (e.g. city tax)  
 parking  all charges  Other:

Any additional charges incurred by the traveler will be settled by the traveler personally.

The traveler is not required to show a plastic card; therefore, unless your acquiring bank has notified you of any other necessary verification steps, the transaction will be guaranteed automatically upon authorization of the charge.

Thank you for your assistance.

Kind regards,