

# Quality Hotel Melbourne Airport

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## CREDIT CARD AUTHORIZATION FORM

### Credit Card Details: (MUST ATTACH COPY OF PHOTO ID AND CREDIT CARD FRONT & BACK)

- Visa                       Mastercard                       Bankcard  
 Amex 3.5% commission charged                       Diners (4% commission charged)

Card Number: \_\_\_\_\_

Expiry Date: \_\_/\_\_/\_\_                      Name on Card: \_\_\_\_\_

### Contact Details for cardholder:

*(If the booking is on behalf of a company, please supply your company details  
Otherwise your own personal details)*

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_                      State: \_\_\_\_\_                      P/Code: \_\_\_\_\_

PH (B): (0\_\_ ) \_\_\_\_\_                      Fax: (0\_\_ ) \_\_\_\_\_                      Mobile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Guest/ Stay Details:

Name of Guest: (or confirmation number) \_\_\_\_\_

Arrival Date: \_\_/\_\_/\_\_                      Departure Date: \_\_/\_\_/\_\_                      # of Nights: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ am/pm                      Departure Time: \_\_\_\_\_ am/pm

*(Please Note that check-in time is after 2pm and check-out time is before 10am. Rooms are not guaranteed for arrivals before 2pm unless pre-arranged. For arrivals before 10.30am you may need to book the room for the night before. Departures after 10am will incur a late check-out fee.)*

Other Notes (specify any charges you will not pay for). Please Note: If you elect not to pay for some charges **the guest will be required to present a personal Credit Card or pay a \$200 cash bond** to cover any incidental charges which may be incurred.

# **All charges to credit card#**

Card Holders Signature: \_\_\_\_\_

*(I agree in signing this authority that I am aware of the "24 hours cancellation" policy applicable for this booking. Any cancellation made with less than 24 hours notice (1 full working day) of the arrival date will incur a minimum one night cancellation fee.)*

**Please Return Form by Fax or Email as above**