



# Best Western<sup>®</sup>

## Melbourne City Hotel

This completed and signed form serves as authorisation for Best Western Melbourne City to debit the credit card number listed below for all charges as detailed. The hotel should receive this authorisation within 24 hours of the reservation being made, together with a copy of both the front and back of the credit card and a photo ID for verification. Please double check that these copies are legible before sending.

### Guest Details

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Guest Name

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Check-in Date

Check-out Date

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Confirmation #

Telephone

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### Cardholder's Details (Please provide a copy of Credit card & Photo ID)

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Name

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Telephone

Email

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Card Holder Signature

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Card Type

Visa

Mastercard

Diners Club

American Express

*A 1.5% surcharge will be applied to all credit card transactions*

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Name on Card

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Card Number

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Expiry Date

CCV Code

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Company Accepts  All Charges

Accommodation and Breakfast

Accommodation Only

Other (please specify) \_\_\_\_\_

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This is a credit card authority that may be used for the above approved charges for all guests checking in in the above stated names. By signing, I approve Best Western Melbourne City to debit funds from the credit card listed applicable to the hotel of choice and agree liable for the above charges listed.