

Chargeback Authority Form

Guest Information	
Company (if applicable)	
Name of Guest	
Arrival Date	
Departure Date	
Confirmation Number	

Method of Payment					
Credit Card Type	<input type="checkbox"/> Visa	<input type="checkbox"/> M/Card	<input type="checkbox"/> AMEX	<input type="checkbox"/> Diners	<input type="checkbox"/> JCB
Cardholder's Name					
Mobile Contact Number					
Last 4 digits of Credit Card	Last four digits of card only				
Credit Card Expiry Date					
Cardholder's Signature					
<p>For the chargeback form to be accepted the following conditions must be met. In the event these cannot be met the guest travelling will be required to pay for their own expenses</p> <ul style="list-style-type: none"> Chargeback forms will not be accepted within 48 hours of guest arrival date First 12 digits of the credit card are to be phoned/emailed through to reservations on 9648 2777 or reservations.melfs@ihg.com 					

Chargeback Options	
<input type="checkbox"/> Room Only	<input type="checkbox"/> All Charges
<input type="checkbox"/> Room and Breakfast	<input type="checkbox"/> Valet Parking
<input type="checkbox"/> Room and Meals	<input type="checkbox"/> Internet
<input type="checkbox"/> Non-alcoholic Beverages	<input type="checkbox"/> Dry Cleaning/Laundry
<input type="checkbox"/> Alcoholic Beverages	<input type="checkbox"/> Other (Please specify):

Invoice Information	
Name	
Email	