

# HARBOUR

HOTELS

## HARBOUR HOTELS - CREDIT/DEBIT CARD AUTHORISATION FOR WHEN CARDHOLDER NOT PRESENT

Hotel:

Name of Guest/Group:

Arrival Date:

Name of Cardholders as appears on Card:

Card Billing Address as Appears on Statement:

Contact Telephone Number:

Contact Email Address:

### Card Details:

Card Number: Please provide the last 4 digits of the card XXXX XXXX XXXX			Card Type:
Start Date:	Expiry Date:-	Issue No:	Security Code:

### Transaction Details:

I hereby authorise the following charges to be applied to the above credit card:

Room Rate

Food & Beverage  
Please state allowance total/limit

Other (please state Charges and Total)

Total Stay Charges

Total amount to be charged to card: £

Signature of Card Hold Holder:

Date:

A copy of the back of the card is required to show the cardholders signature.

**\*I certify that all the information is complete and accurate, and that I am the authorised signatory of the credit/debit card listed. The hotel reserves the right to refuse a credit card authorisation as a valid method of payment for same day arrival or authorisation forms received on the day of arrival.**