

### Credit card authorization form

Name of the client (s) staying at the hotel:

\_\_\_\_\_

Date of the stay: \_\_\_\_\_

Confirmation number (s): \_\_\_\_\_

I, \_\_\_\_\_, allow the Hôtel & Suites le Dauphin de Québec to use my credit card to charge the following fees:

\_\_\_\_\_ Charge everything \*

\_\_\_\_\_ Room and taxes only (Including no show reservation)

\_\_\_\_\_ Please, send me the invoice by mail at: \_\_\_\_\_ @ \_\_\_\_\_

\_\_\_\_\_ Please, initials if the card owner does not want the credit card serve as a guarantee for damages and loss to the hotel property. If you do, the guest must give a deposit of 50\$ with a personal credit card or \$100 by cash or debit and a copy of driver's license. Please, advise the guest.

*Example of damage: \$200 clean-up fees will be charged to the guest who will smoke in the hotel.*

Credit card number: \_\_\_\_\_

Credit card expiry date: \_\_\_\_\_ / \_\_\_\_\_

Original credit card owner signature: \_\_\_\_\_

Date : \_\_\_\_\_

Please join a **photocopy of both side of the card** with this form filled to send via fax to 418-688-1485. Make sure all the needed info on both the credit card and the form are readable prior to faxing them. Thank you. You can join us in every time if you have any further question.