

Melody Motel

2530 East End Blvd., Wilkes Barre, PA 18702 USA

P: 570-829-1279 F: 570-824-6180

Third Party Credit Card Authorization Form

Please print and fill the form. Fax the completed form and documents to **570-824-6180**

CREDIT CARD INFORMATION

Name: _____ (as shown on CREDIT CARD)

Credit Card Type: VISA MC AMEX DISC OTHER

Credit Card No:

CCV: (3 or 4 numbers on back or front of card.) Exp Date: /

Billing Address: _____

Card Holder's Billing Phone: _____

BOOKING INFORMATION

Room Number(s): _____ Total dates : _____ Extra Fee(s): _____

NAMES OF ALL AUTHORIZED PERSONS TO USE THIS CREDIT CARD:

1) _____ Charge Amount per Adult _____ Child _____ Infant _____
(Last Name) (First Name)

2) _____ Charge Amount per Adult _____ Child _____ Infant _____
(Last Name) (First Name)

TOTAL CHARGE = \$

By signing below I hereby authorize **Melody Motel** to charge my credit card listed above, in the amount of \$ _____ (please call 570-829-1279 with any questions about charges) for payment of rooms and services for all the above persons.

Signed _____

Dated _____

(SIGNATURE OF CARD HOLDER MUST BE SAME AS SHOWN ON CARD)

Please print the form and fill it completely. Fax this completed form to 570-824-6180

- All sections, calculations, and customer's credit card billing address must be completed in this form.
- An imprint or copy of the front of the card and signature from the authorized signer must still be obtained for cards.
- All charges will only be charged once.
- We will obtain voice authorization for the above credit card.
- Ca\$ino Countryside Inn. may appear on the card holder's statement.
- Note: In addition to any penalties, 10% of total charges + one nights stay may also be charged for cancellations not done within 48 hours of the arrival date.
- Any changes will cost extra and must be notified to **Melody Motel** (1-570-829-1279).
- ❖ **Required documents:** Corporate cards require a company letter head, a copy of itinerary, a photocopy of card holder's valid passport or driver's license, and the front of credit card(only) photo copy.