

Today's Date: \_\_\_\_\_

I, \_\_\_\_\_ (name of cardholder) hereby authorize the following charges.

Meeting/Conference/Event name: \_\_\_\_\_

Booking #: \_\_\_\_\_

Meeting/Conference/Event date (s): \_\_\_\_\_

AUTHORIZATION for: (please check)

<p>Confirmation deposit(s) AND balance of all related meeting charges:</p> <p>Yes: ____ No: ____</p> <p><i>Please Note: An invoice will be sent to you prior to charging your credit card the balance</i></p>	<p>Confirmation deposit(s):</p> <p>Yes: ____ No: ____</p> <p><i>If this card is just for the confirmation deposit(s), please indicate how you will be paying your final bill:</i></p> <p><input type="checkbox"/> Other Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Direct Bill <input type="checkbox"/> EFT</p>
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**Please note unless pre-authorized for Direct Billing, net thirty (30) days, if final payment has not been received within 14 days after your event, your credit card on file will be charged the balance of your event.**

I authorize payment with the following credit card:

# \_\_\_\_\_ EXP: \_\_\_\_\_ CCV \_\_\_\_\_

Amex \_\_\_\_ Visa \_\_\_\_ M/C \_\_\_\_

Cardholder Name: \_\_\_\_\_

\_\_\_\_\_  
 Signature of authorized cardholder

\_\_\_\_\_  
 Printed name of authorized cardholder

Please send receipt to:

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_