



Consider us home.®

### CHARGE AUTHORIZATION FORM

I authorize Candlewood Suites to charge my credit card for goods and services purchased by the following guest(s)

<b>Guest 1:</b>
Arrival:
Departure:
Confirmation:

<b>Guest 2:</b>
Arrival:
Departure:
Confirmation:

<b>Guest 3:</b>
Arrival:
Departure:
Confirmation:

<b>Guest 4:</b>
Arrival:
Departure:
Confirmation:

If more than four guests are to be listed, please fillout additional forms.

What should be charged?                      **ROOM & TAX ONLY**                      **ALL**  
 (circle one)    **OTHER, EXPLAIN:** \_\_\_\_\_

Type of Credit Card:                      **VISA**                      **MASTERCARD**                      **AMERICAN EXPRESS**  
 (circle one)    **DINERS CLUB**                      **OTHER:** \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_  
 CCV Code: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Name exactly as it appears on card: \_\_\_\_\_

Card Holders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and telephone number of a person we may contact with any questions or concerns.

\_\_\_\_\_  
 \_\_\_\_\_

<u><b>Additional Billing Instructions:</b></u>
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### IMPORTANT INFORMATION - PLEASE READ CAREFULLY!

Completely fill out the above charge authorization form and fax back to 217-522-1101. You must include a legible copy of the **FRONT & BACK of your credit card AND a copy of your photo ID**. If the authorization form is received without either of these, it will be considered incomplete and cannot be accepted.