



Catering Sales Manager: \_\_\_\_\_

# Credit Card Authorization

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

Dates: \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_  
authorize Chaparral Suites Resort Scottsdale to use my credit card for **guarantee and payment** of the following charges for the group meeting as noted above:

- |       |                                     |       |                            |
|-------|-------------------------------------|-------|----------------------------|
| _____ | Guarantee and Payment of Room & Tax | _____ | Fax, Shipping, Photocopies |
| _____ | Guaranteed 1st Night Room & Tax     | _____ | Incidentals                |
| _____ | Restaurant                          | _____ | Local Calls                |
| _____ | Catering (Food & Beverage)          | _____ | Long Distance Calls        |
| _____ | Meeting Room Charges                | _____ | Golf _____                 |
| _____ | AV Equipment                        | _____ | Deposit _____              |
|       |                                     | _____ | Other _____                |

VISA / MASTER CARD / AMERICAN EXPRESS / DISCOVER / DINERS CLUB / JCB (Please circle one)

**Please send a photo copy of the front and back of the credit card with this authorization.**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Credit Card Holder

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiration Date

**CREDIT DEPARTMENT**  
**Telephone: (480) 949-1414, ext. 1521**  
**Fax: (480) 949-1065**