

Chargeback Authority Form

Guest Information	
Company	
Name of the Guest	
Arrival Date	
Departure Date	
Confirmation Number	

Method of Payment					
Credit Card Type	Visa <input type="checkbox"/>	M/Card <input type="checkbox"/>	Amex <input type="checkbox"/>	Diners <input type="checkbox"/>	JCB <input type="checkbox"/>
Cardholder's Name					
Contact Number					
Credit Card Number					
Credit Card Expiry Date					
Cardholder's Signature					

Chargeback Options	
<input type="checkbox"/> Room Only	<input type="checkbox"/> All Charges
<input type="checkbox"/> Room and Breakfast	<input type="checkbox"/> Valet Parking
<input type="checkbox"/> Room and Meals	<input type="checkbox"/> Internet
<input type="checkbox"/> Non-alcoholic Beverages	<input type="checkbox"/> Dry Cleaning / Laundry
<input type="checkbox"/> Alcoholic Beverages	<input type="checkbox"/> Other (Please specify):
.....	
.....	

Invoice Information	
Name	
Email	
(or Address)	<input type="checkbox"/>

****Crowne Plaza Melbourne reserves the right to pre-authorize the above Credit Card at the time of check in for the total amount of the accommodation nights. The card authorization can take up to 14 days to be released.****

*****Credit card payments incur a merchant service fee of 3% for American Express, Diners & JCB (except advance purchase rates) and 1.5% for other cards (and all advance purchase rates), in addition to the total amount payable****

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