

Embassy Suites by Hilton Denver Downtown Convention Center
1420 Stout St
Denver CO 80202

Phone: 303-592-1000
Fax: 720-587-6935
www.denverdowntown.embassysuites.com



CREDIT CARD AUTHORIZATION

PLEASE COMPLETE AND RETURN TO **Embassy Suites by Hilton Denver Downtown Convention Center AT alexis.robertson@embassysuitesdenverdowntown.com OR VIA FAX TO: 720-587-6935**

I hereby authorize the Embassy Suites by Hilton Denver Downtown Convention Center to charge the following:

- | | |
|---|--|
| <input type="checkbox"/> All Charges | <input type="checkbox"/> Banquet Bar Charges |
| <input checked="" type="checkbox"/> Room & Tax Only | <input type="checkbox"/> A/V Charges |
| <input type="checkbox"/> Food & N/A Beverages | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Alcoholic Beverages | <input type="checkbox"/> Spa Charges |
| <input type="checkbox"/> Long Distance Phone | <input type="checkbox"/> Attraction Tickets |
| <input type="checkbox"/> Movies | <input type="checkbox"/> Other (please describe) |
| <input type="checkbox"/> Meeting Room Charges | |
| <input type="checkbox"/> Banquet Food Charges | |

Name On Card: MRS VALERIE WOODLEY, UNIVERSITY OF READING

Card Holder Billing Address: WHITEKNIGHTS, READING, RG6 6UD

Card Holder Home Phone: +44 118 3787667 Card Holder Work Phone: +44 118 3787667

Name of Guest(s)/Group: DR LUCY NEWTON

Dates of Stay: 29th March - 2nd April 2017

I have completed the portion below the dotted line with my partial credit card number. I understand that as soon as the arrangements have been secured to my credit card, the portion below will be destroyed and not kept on file.

Woodley Customer's Signature 31/3/17 Date

To the card listed below:

CARD TYPE: VISA EXPIRATION DATE: 02/20

LAST 4 DIGITS OF CREDIT CARD NUMBER: 0605 SECURITY CODE: 473

NAME (as appears on card): MRS VALERIE WOODLEY

SIGNATURE: Woodley DATE: 31/3/17

Send a copy of the bill to the following address, fax number, or email address:

v.woodley@henley.ac.uk

****The hotel will directly contact cardholder via telephone to obtain the full credit card number. The number will be directly entered into the hotel's payment system. At no time will the full credit card number be retained in writing.**

****The last four digits of the provided card must match the credit card used as a guarantee on the reservation. If the cards do not match, an alternative form of payment will be required for a guaranteed reservation.**

****For security purposes, please call the hotel directly should you need to update the card number on the reservation.**