

Billing Authorization 付賬授權書

1. I hereby agree to be personally liable for the full settlement of charges (HK\$ _____), as specified below, to be incurred by Mr / Mrs / Ms / Company _____ at Silka Far East Hotel from _____ to _____ (Period Of Stay)

*(Include/Exclude in-house extension).

本人同意支付_____ 先生 / 女士 / 公司 入住遠東絲麗酒店由 _____ 至 _____ (入住日期) 之以下所述費用 (HK\$ _____)。

*(包括/不包括有關客人延期住宿之費用)

Remarks 備註 : *Please delete as appropriate 請把不適合者刪除

- All expenses 所有費用 Accommodation only 房租費用 Incidental charges only 一切雜費
 Others, please specify 其他, 請詳述 _____

This serves as authorization to **Silka Far East Hotel, Hong Kong** to charge the above expenses incurred to my designated credit card, details as follow:

此授權書作為本人授權**香港遠東絲麗酒店**,以本人指定之信用咭支付以上有關之費用,詳情如下:

- Visa Card Master Card
 Diners 大來信用証 JCB Card Others: _____
- Credit Card No. _____ Expiry Date _____
信用咭號碼 : _____ 有效日期 : _____

- The copy of **FRONT & BACK** sides of the credit card attached (Details of the card should be legible)
現附上信用咭**正面**及**背面**的副本 (咭上資料必須清晰顯示)

I confirm that all information provided is accurate and complete. I agree that this agreement is irrevocable. I also acknowledge that all services may be immediately terminated at Hotel's discretion if any charges are declined or chargebacks are claimed against any outstanding invoiced amount.

本人確認以上提供之資料乃正確及完整。本人同意此乃不可撤回之付賬授權書。本人明白倘若信用咭付款過程被拒而未能支付以上費用,則 貴酒店或會立即終止所有服務。

Signature of Cardholder 持咭人簽署: _____
Name of Cardholder 持咭人姓名: _____
Contact Telephone No. 聯絡電話: _____ Date 日期: _____

2. Please send the bill to the following address / e-mail:

請把客人之賬單郵寄 / 電郵往下列地址:

Recipient 收件人: _____
Address 地址: _____
E-mail 電郵: _____

Acknowledged by staff 酒店職員: _____