

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 Seaview Hotel from _____ to _____ (Period Of Stay) *(Include/Exclude in-house extension).
本人同意支付_____ 先生 / 女士 / 公司 入住香港海景絲麗酒店
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 Seaview 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海景絲麗酒店,以本人指定之信用卡支付以上有關之費用,詳情如下:

Visa Card Master Card

Credit Card No. 信用卡號碼: _____ Expiry Date 有效日期: _____

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

Please black-out the 3-digit number of CVC/CVV security code printed at the back of the card to protect your card information.

請將咭背上三位數字的 CVC/CVV 保安密號隱蔽以保障信用卡的資料

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。本人明白若信用卡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: _____