

COURTYARD AUSTIN UNIVERSITY AREA  
5660 NORTH IH-35  
Phone: 512-458-2340  
Fax: 512-458-8525



**CREDIT CARD AUTHORIZATION**

PLEASE COMPLETE AND RETURN TO **COURTYARD AUSTIN UNIVERSITY AREA** AT  
**WILLIAM.DANIELS@CYMAUSTIN.COM** OR VIA FAX TO: **512-458-8525**

I hereby authorize the **COURTYARD AUSITN UNIVERSITY AREA** to charge the following:

- |   |  |
|---|--|
| <input type="checkbox"/> All Charges          | <input type="checkbox"/> Banquet Bar Charges     |
| <input 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: \_\_\_\_\_

Card Holder Billing Address: \_\_\_\_\_

Card Holder Home Phone: \_\_\_\_\_ Card Holder Work Phone: \_\_\_\_\_

Name of Guest(s)/Group: \_\_\_\_\_

Dates of Stay: \_\_\_\_\_

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.

\_\_\_\_\_ Customer's Signature \_\_\_\_\_ Date

To the card listed below:

CARD TYPE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_

NAME (as appears on card): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*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.**