

Credit Card Authorization Form

The attached document is our Credit Card Authorization form, and below are instructions to completing the form:

1. We ask that you fill in all the blanks on the Credit Card Authorization form. Each blank is imperative in the processing of the payment.
2. Please provide your contact information, where you can be reached (i.e. telephone number and/or email address), in the event that the Radisson Blu Hotel Latvija (AS Viesnīca "Latvija") cannot process the payment.
3. Please be sure to specify the charges that you would like charged on the given credit card.
4. Please remember to send a legible copy of the credit card, both the front and back of the credit card. We ask that both, the account number and credit card signature, be clear.
5. Once you have filled out the below form, please submit the form and the copy of the credit card to Reservation Centre Fax: +371 6777 2332 or E-mail: info.latvija.riga@radissonblu.com
6. In the event that the Radisson Blu Hotel Latvija (AS Viesnīca "Latvija") cannot process the payment, and the point of contact on the below form cannot be contacted, your hotel guest will be charged upon arrival.

If you should have any questions, you may contact Reservation Centre:

Phone: +371 6777 2345; Fax: +371 6777 2332; E-mail: info.latvija.riga@radissonblu.com

Authorization to Charge Credit Card

Complete Form and submit to Fax: +371 6777 2332 or E-mail: info.latvija.riga@radissonblu.com

Guest Name: _____

Arrival Date: _____ Departure Date: _____

Cardholders name (As printed on the credit card): _____

Credit Card Type: AMEX ___ VISA ___ MASTERCARD ___ DINERS ___

Credit Card Number: _____ Exp. Date: ___/___

Billing Address

Company name: _____

Street: _____

City: _____ Post Code: _____

Country: _____

Phone Number: _____

E-mail Address: _____

Fax Number: _____

Total Charges (EUR): _____

I authorize AS Viesnīca "Latvija" to bill the above charges to my credit card.

Card Holder's Signature: _____ Date: _____

*** Please include a LEGIBLE photocopy of the front & back of the Credit Card***

Thank you for your co-operation in providing us with this information.