

### Hotel Payment Form

Date: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 Zip code/ City, \_\_\_\_\_  
 Country: \_\_\_\_\_

Dear Ladies and Gentlemen,  
We will cover the costs for

- Lodging
- Breakfast
- Restaurant
- Sauna
- Phone calls
- .....

For our colleague(s):

Mr/Mrs/Ms: \_\_\_\_\_ Arrival date \_\_\_\_\_ Depature date \_\_\_\_\_  
 Mr/Mrs/Ms: \_\_\_\_\_ Arrival date \_\_\_\_\_ Depature date \_\_\_\_\_

Here you will find our credit card details as a guarantee for the booking:

Card type: \_\_\_\_\_  
 Card No.: \_\_\_\_\_  
 Valid until: \_\_\_\_\_  
 Holder's name: \_\_\_\_\_

The total of EUR \_\_\_\_\_ will be effectuated by:

- Charging of our credit card
- Money transfer  
 (Upon receipt of the invoice,  
 we will transfer the costs of the hotel stay to your bank account)

Should you have further questions, please reach us at the following telephone number:

\_\_\_\_\_

Invoice address:	Mailing address:
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\_\_\_\_\_  
Company stamp

\_\_\_\_\_  
Date/ Signature