

**DIRECT BILL CREDIT APPLICATION**

COMPANY NAME: \_\_\_\_\_ DATE OF EVENT/YEAR: \_\_\_\_\_ FAX NO: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 BILLING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 TYPE OF BUSINESS: \_\_\_\_\_ YEARS IN BUSINESS: \_\_\_\_\_  
 ACCOUNTS PAYABLE CONTACT NAME/PHONE NO: \_\_\_\_\_  
 PERSON(S) AUTHORIZED TO REQUEST BILLING: \_\_\_\_\_

**CREDIT REFERENCES**

BANK NAME: \_\_\_\_\_ ACCOUNT NO: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_ PHONE NO: \_\_\_\_\_  
 CREDIT CARD NAME/ACCOUNT NO/EXP. DATE: \_\_\_\_\_

**TRADE REFERENCES**

PLEASE LIST 3 HOTELS YOU HAVE DEALT WITH WITHIN THE PAST 2 YEARS. IF YOU HAVE NOT DEALT WITH HOTELS, PLEASE LIST 3 TRADE REFERENCES AND ACCOUNT NUMBERS.

<u>HOTEL &amp; VENDOR</u>	<u>DATE OF FUNCTION OR ACCOUNT NO</u>	<u>PHONE NO.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**METHOD OF BILLING**

BILL ALL CHARGES \_\_\_\_\_ BILL PLANNED FUNCTIONS ONLY \_\_\_\_\_  
 BILL ALL CHARGES EXCEPT INCIDENTALS \_\_\_\_\_ OTHER (EXPLAIN ON BACK) \_\_\_\_\_  
 ESTIMATED CHARGES: \$ \_\_\_\_\_ MAXIMUM CREDIT LINE REQUESTED: \$ \_\_\_\_\_

**TERMS AND CONDITIONS**

- I (We) shall pay the amount due, as evidenced by supporting documents, upon receipt of invoice. All balances not paid within thirty (30) days of invoice date are subject to a monthly 1.5% service fee. Should it become necessary to retain the services of a collection agency and/or file litigation to collect any unpaid balances, I (We) agree to be solely responsible for any and all costs and fees associated with that collection and/or litigation.
- In the event credit is not extended, the term of the 100% prepayment prior to arrival is required.

**ACCEPTANCE**

To the best of my knowledge, the information on this form is true and accurate. I authorize your investigation of any of the above information. By signing below, I authorize that I have legal authority to enter into this credit arrangement.

\_\_\_\_\_  
 NAME/TITLE DATE