

**Please return to:**  
Attn: **Front Desk**  
Phone: **205-752-3200**  
Fax: **205-343-1139**  
Email: [front.desk@hotelcapstone.com](mailto:front.desk@hotelcapstone.com)



**HOTEL CAPSTONE**

**Authorization for Billing for Existing Reservation**

Today's Date: \_\_\_\_\_

Billing Type:

**( ) Direct Bill**

Direct Bill Account: \_\_\_\_\_

**( ) Credit Card**

Credit/ "P" Card #: \_\_\_\_\_ Exp: \_\_\_\_\_

I, \_\_\_\_\_ authorize \_\_\_\_\_ to use  
(Person making Request) (Guest)  
my credit card or to bill my account for the following charges during their stay at  
Hotel Capstone.

Please check the following that apply:

- Room & Tax Only                       Telephone Charges  
 Restaurant/ Room Service

Comments/ Special Requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Arrival Date and/ or Confirmation #: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

For credit card billing only:

I am also including front and back copies of my credit card and will fax them along with this form to 205-343-1139.

.....  
**Hotel Use Only**

Confirmation Number(s): \_\_\_\_\_

Updated By: \_\_\_\_\_ Date: \_\_\_\_\_

**Questions/Concerns?**

**Matthew Hood** | Director of Guest Services  
(O) 205-343-1104  
(E) [matt.hood@hotelcapstone.com](mailto:matt.hood@hotelcapstone.com)