

# SUITES & CATERING CREDIT CARD INFORMATION

**Please print and fax to Catering & Suites**

**616.742.6232 or email to Suites@smggr.com**

For the convenience and efficiency, the catering department has prepared a credit card file. This system allows you to charge items to your suite without having to carry or present a credit card. Please read the information below carefully and fax back to our Catering department at 616.742.6232

Company: \_\_\_\_\_  
Suite Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

## **CREDIT CARD INFORMATION**

Credit Card# \_\_\_\_\_  
Expiration Date \_\_\_\_\_  
Name on Card \_\_\_\_\_  
Type of Card \_\_\_\_\_

### **Authorized Users/Signatures**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

### **PLEASE CHECK BELOW IF APPLICABLE:**

- \_\_\_\_\_ Please use our credit card on file for all transactions/events unless otherwise indicated  
\_\_\_\_\_ Please use our credit card on file for Griffins games only  
\_\_\_\_\_ Our credit card is only to be used by the authorized users listed above  
\_\_\_\_\_ Use our credit card only when indicated on the pre-order or event information form  
\_\_\_\_\_ User will be responsible for the food and beverage charges by using their personal credit card

### **MISCELLANEOUS:**

- \_\_\_\_\_ Do not present the suite transaction to our guests/clients when our card on file is being used  
\_\_\_\_\_ Please add a \_\_\_% gratuity (on subtotal) and do not present a copy of the transaction to our guests/clients

Should there be a problem with the credit card, please contact the Suite Administrator who is

\_\_\_\_\_.

**SAVOR...**