



Comfort Suites of Appleton Airport  
3809 W Wisconsin Ave  
Appleton, WI 54914  
Phone: (920) 730-3800  
FAX: (920) 730-9558  
Email: [appro@wiscohoteles.com](mailto:appro@wiscohoteles.com)

I give permission for the Comfort Suites of Appleton to authorize the credit card that is provided, for our files only. Your guest will not obtain any information that you have provided. Check all that apply.

- Room and Tax Only (person staying will need a cc for incidentals)
- Room only attached is a tax exempt form
- All Charges
- Other (Please Specify)
- This is an ongoing account I am authorizing. Start date \_\_\_\_\_  
Ending date \_\_\_\_\_

Name of Company \_\_\_\_\_

Contact person \_\_\_\_\_ phone \_\_\_\_\_

Email: \_\_\_\_\_

Name On Credit Card: \_\_\_\_\_

**Type:** \_\_\_ Master Card \_\_\_ Visa \_\_\_ Discover \_\_\_ American Express **Expiration Date:** \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ CVC \_\_\_\_\_

Signature of Holder: \_\_\_\_\_

Name of Person(s) Staying: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(for one time use)

Date of Arrival: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

Confirmation #: \_\_\_\_\_

Upon Sending information, **we will need a copy of the Front and Back of the Credit Card** and Id to fully use the authorization. If we do not get a copy of the Credit Card for our Files we will be forced to forfeit your request and your guest will be responsible for all charges. For ongoing reservations this form will need to be renewed when adding people, credit card changes (number,type, etc.), or credit card expires or one year from start date.

If you are tax exempt please send the information. If we will be picking up your employee from Appleton airport we will need flight time and number. Please let us know if you would like receipts emailed to you.