

PO Box 8016,
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Phone: (07) 5665 4455
Email: conventiongroups@mantragroup.com.au



ABN: 79 100 072 704

Credit Card Charge Authorisation Form
on behalf of

Group Name: _____

Arrival Date: _____ Departure Date: _____

Company: _____

Phone Number: _____ Email _____

From: _____

Regarding: _____

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Name of Guest: \_\_\_\_\_

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

- All Charges                       Room Only  
 Room and Breakfast Only       Other Please specify

Name of Cardholder (as seen on card): \_\_\_\_\_

Contact Number: Business: \_\_\_\_\_

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

- American Express                       Visa                       Mastercard

Credit Card Number:                        

Expiry Date: \_\_\_\_ / \_\_\_\_                      Cardholders Signature: \_\_\_\_\_

\*\*\*Please scan and send completed form to [conventiongroups@mantragroup.com.au](mailto:conventiongroups@mantragroup.com.au)\*\*\*

**Credit Card:** Please be advised that the following will apply to any credit card payment  
To accept credit card payments we require credit card CCV numbers (security codes)  
We accept all major credit cards (Excluding Diners)  
All credit card payments will incur a 2% surcharge  
Company or personal credit cards require a faxed/emailed letter of authorisation.