



ACCOMMODATION REQUEST FORM
CENTRE FOR MANAGEMENT AND TECCHNOLOGY
2ND CASSAVA WORLD AFRICA GROUP

BOOKING REF. CODE

CENTRE0216

(Guests must quote this code)

- **NAME OF GUEST:**

- **ROOM:**
Superior Room: Single Occupancy: \$310.00 / double occupancy \$350.00
Luxury Room: Single Occupancy: \$350.00 / double occupancy \$390.00
(Underline room and occupancy required)

- **ARRIVAL DATE:**

- **DEPARTURE DATE:**

- **AIRPORT TRANSFER:** Yes/No (Give flight details if YES)

- **PAYMENT MODE:** (We accept American Express, Visa, Master Cards, Bank Transfer or Cash)

- **BOOKED BY:**

- ✓ **ATTACHED:** Credit Card Authorisation Form and our USD Bank Account Details

PLEASE NOTE:

1. *Should you wish to use a credit card to guarantee booking, please complete the attached credit card authorization form and return via email (labadi@legacyhotels.com) together with a copy of the front and back of the Credit Card and an ID of the card owner.*

2. *Should you wish to use a wire transfer to guarantee booking, we require the original deposit or EFT transaction slip to be emailed to the following email addresses: labadi@legacyhotels.com and or abrobbey@legacyhotels.com .*





CREDIT CARD AUTHORISATION FORM

I, _____, hereby authorize The Labadi Beach Hotel to debit my credit card for the amount of \$ _____, being the deposit required to guarantee reservation number.

I will be settling the account for the following services:

- Room Only
- Bed & Breakfast
- Full Account
- Pre Arrival Shopping Expenses
- Other Billing Instructions

My Card Details are as follows:

Card Type : _____

Card Holder's Name : _____

Card Holder's ID Number : _____

Card Holder's Telephone Number : _____

Card Holder's Business Address : _____

Card Holder's Home Address : _____

Card Account Number : _____

CVC No. (last 3 digits on back of card) : _____

Expiry Date : _____

Authorized Signature : _____

Once completed please return by fax to (+233) 302 773100 together with a copy of the front & back of the credit card and the signatory's ID.