



# Payment Information & Credit Card Authorization

**\*\*IMPORTANT: A CATERING PROPOSAL WILL NOT BE GENERATED UNTIL THIS INFORMATION HAS BEEN RECEIVED BY ARAMARK CORPORATION**

Name of Event: \_\_\_\_\_

Group Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Contracted Rooms: \_\_\_\_\_

Client Contact(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

Ph #: \_\_\_\_\_ Fax # \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Private City State Public Corporate

Our group is "tax exempt" \_\_\_\_\_ YES \_\_\_\_\_ NO

**(PLEASE ATTACH SALES TAX EXEMPTION CERTIFICATE)**

**100% of all estimated charges is payable in full prior to your event date.** An initial deposit of 75% is required for all events within 30 days of booking. The full total balance is due no less than two (2) weeks prior to the event date. All additions or changes made on-site must be paid in full prior to departure. Aramark Corporation does not extend direct billing privileges.

Payment or deposit may be made via check, cash, money order, American Express, Visa or Master Card credit cards. Please make all checks for food and beverage payable to: ARAMARK Corporation, 500 East Cesar Chavez, Austin, TX 78701

## Method of Payment for 100% Estimated Charges (due 2 weeks prior to arrival)

\_\_\_\_\_ Cash/CK/ MO \_\_\_\_\_ AMEX \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard

## Method of Payment for Any Additions/Changes (due on-site prior to departure)

\_\_\_\_\_ Cash/CK/MO \_\_\_\_\_ AMEX \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard

**\*\*Required - Credit Card # on file:** \_\_\_\_\_ Exp: \_\_\_\_\_

**V # Card Info:** \_\_\_\_\_ (AmExpress- 4 digit number on front of card after account number, Visa, MC, Discover- 3 digit number located on back of card on the signature line) **Card Billing Zip Code:** \_\_\_\_\_

Print name as it appears on card \_\_\_\_\_

Signature of Card Holder for File \_\_\_\_\_

I hereby have read and agree to all of the above payment requirements for:  
**ARAMARK CORPORATION**

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_