

# FORM

## COST COVERAGE BY CREDIT CARD

**aletto**

HOTEL POTSDAMER PLATZ

### Booking Information

Guest Name(s) \_\_\_\_\_

Booking No. \_\_\_\_\_

Persons No. \_\_\_\_\_

Room Amount \_\_\_\_\_

Arrival \_\_\_\_\_

Departure \_\_\_\_\_

### The following costs will be borne by the company or persons named below:

all costs

only overnight stay

overnight stay and breakfas

other costs: \_\_\_\_\_

### Billing address & contact information

Company/Institution \_\_\_\_\_

Name \_\_\_\_\_

Street, House No. \_\_\_\_\_

Code, City \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

### Credit card information

VISA

MASTERCARD

AMEX

CCV-NR. \_\_\_\_\_

Credit card No. \_\_\_\_\_ valid until \_\_\_\_\_

Cardholder (Surname, Name) \_\_\_\_\_

I hereby confirm that all the above information is correct. With my signature I authorize aletto Kudamm GmbH to charge my credit card as indicated above.

Please note that we require a valid credit card number with expiration date as a guarantee for all bookings. By providing your credit card number, you confirm your booking with us.

\_\_\_\_\_  
City, Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company stamp

Personal data requested by us in connection with the assumption of costs will only be stored for as long as is necessary for the execution of the contract and any subsequent contract-related correspondence or, in the case of documents relevant under commercial and/or tax law that contain personal data, for as long as the statutory periods of the German Commercial Code and the German Fiscal Code provide for the storage of these documents

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