

# Booking and Payment procedures

ESORICS conference 11-15 September 2017

**The guests make their own reservation latest until 10 July 2017 via e-mail to [hn.vo.duy@choice.no](mailto:hn.vo.duy@choice.no) with the following information below as well as credit card information as a guarantee for the booking:**

Ref.: 1020GR006769

Name:

Date:

Phone number/ cell:

Credit Card number:

Validity date:

**The guests may cancel the rooms without charge 7 days prior to arrival. Cancellation after this date: 100% will be charged.**

The group block and the non-booked rooms will be released by 11 July 2017. After this date the guests may book their rooms upon availability based on current daily rates through our homepage.

## Payment

According to Nordic Choice Hotels policy we are not able to send invoices for individual reservation under 5000:- so the following payment options may apply:

- Payment at the hotel

Guests may pay with credit card (VISA, Mastercard, American Express, Maestro and Diners). Please kindly note that a credit card number with validity date will be asked at the time of the booking as a guarantee.

- Prepayment with credit card

Should the Company/Association/Municipality have a credit card that the guests can use for payment, we kindly ask you to fill in the [Sign on file](#) . Please kindly attach a copy of the front side of the credit card as well as a copy of the owner's ID card. This will allow Nordic Choice Hotels to charge the card.

- Prepayment - proforma invoice

We can send a proforma invoice to the Company/Association/Municipality. This invoice must be paid before the guest's check-in. The hotel reserves the right to ask to settle the payment during the check-in. Guests may pay with credit card (VISA, Mastercard, American Express, Maestro and Diners) or with cash.

Please kindly send us the following information in order to send you the proforma invoice:

Company name, corporate identification number, invoice address, postal code, city and country, cost reference number.