

25 mm



**Our Express Checkout Service is simple**

**CHECK**

Enclosed is your statement. Any additional charges will be debited to your credit card and a final statement will be mailed to you.

**VERIFY**

Your address that we have listed on the statement.

**SIGNATURE**

To accept the charges.

**ON YOUR WAY**

We look forward to seeing you again soon.

Please verify the address details on your statement and provide the company name for your invoice. This is the address that your tax invoice will be mailed to, if you would like to change the postal address, please write the details below.

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Invoice Title \_\_\_\_\_

Alternatively, we can email you your statement. Please write your email address below.

\_\_\_\_\_

By signing the envelope you give us the authorization to debit your credit card for your account with the amount listed on your statement, plus any additional charges incurred.

Name \_\_\_\_\_ Room No. \_\_\_\_\_

Signature \_\_\_\_\_

No need to wait in line, simply drop this envelope and your room key at the Front Desk on your way out. Thank you for being our guest.

Helvetica Light 7pt  
Leading 9pt

Helvetica Regular 7pt  
Leading 10pt  
Helvetica Light 7pt  
Leading 10pt

Helvetica Light 10pt, Leading 14pt

Thank you for staying with us

EXPRESS CHECK-OUT

Helvetica Regular 14pt,  
Leading 18pt, All Caps

**Material**

250gsm White wove paper

**Color**

PANTONE 187C

PANTONE Warm Gray 11C

**Size**

162mm x 114mm

**Fonts**

English font: Helvetica Light & Regular

All dimensions in millimeters. Not to scale.