



**Sheraton  
Los Angeles**  
DOWNTOWN HOTEL

711 South Hope Street  
Los Angeles, CA 90017

Telephone: 213-488-3500  
Fax: 213-612-3179

I authorize the Sheraton Los Angeles Downtown Hotel to charge my credit card according to the details below. I guarantee full payment of the account as described.

Full Name of Guest: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Group Rate: **\$135.00 per night, plus applicable tax**

Group Name: **Focus Sri Lanka 2007** \_\_\_\_\_

BILLING TO INCLUDE (CHOOSE ONE)

GUARANTEE ONLY: \_\_\_\_\_ ROOM & TAX: \_\_\_\_\_ ALL CHARGES \_\_\_\_\_

OTHER (PLEASE EXPLAIN) \_\_\_\_\_  
\_\_\_\_\_

CHARGE TO:

Credit card type: \_\_\_\_\_

Credit card # \_\_\_\_\_ Exp Date: \_\_\_\_\_

Print Name of Card Holder: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Address of Card Holder: \_\_\_\_\_  
\_\_\_\_\_

CANCELLATION POLICY -

24 HOUR CANCELLATION POLICY.  
RESERVATIONS MUST BE CANCELED BY 4PM  
1 DAY PRIOR TO ARRIVAL TO AVOID A 1  
NIGHT PENALTY

NO-SHOW POLICY -

A ONE NIGHTS ROOM AND TAX FEE WILL BE  
APPLIED TO THE ABOVE CREDIT CARD FOR  
EACH ROOM THAT NO-SHOWS.

\*\*\*Please attach a photo copy of the Front and Back of the signed credit card\*\*\*  
Fax to (213) 612-3179 Attn: Christopher Ng – Sales Manager