



# 2021 Fleet, Customer Training Catalog

Education Center



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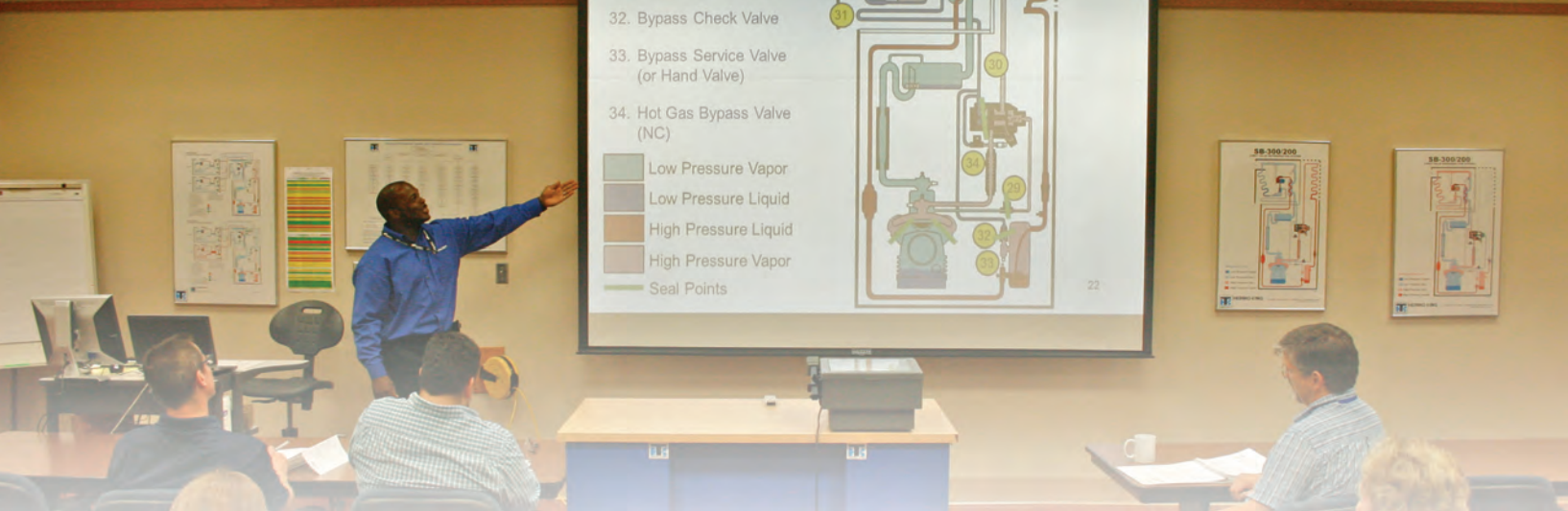
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# ABOUT THE EDUCATION CENTER

## Building Quality Service through Education

When Joe Numero started Thermo King Corporation in 1938, he emphasized the importance of having a high-quality product supported by high-quality service. He believed that providing technicians with the best education is the way to provide superior support to Thermo King customers.

Today, this belief still holds true, and the Thermo King Education Center is the industry leading provider of technician training and education—building quality service through education.

## Variety and Options

With a variety of class-venues, teaching styles, product lines, course-levels and course types, there is a Thermo King Education Center course for everyone.

- Through online and Minneapolis classroom-based courses, technicians can be trained anytime and anywhere.
- With in-class lessons and hands-on lab activities, knowledge is both learned and applied.
- A wide range of courses allows technicians to be trained on a variety of products.
- Courses are available for all skill-levels, giving technicians the ability to develop their skills over time.
- Curriculum is constantly being updated to reflect the changing technology in the industry; your technicians will be knowledgeable on the newest technologies.

## What You Will Gain

The Thermo King Education Center courses are designed to enhance your technicians':

- Technical knowledge of the units and the industry
- Critical thinking skills for diagnostic and service procedures
- Skill and expertise in service, maintenance and repair

## Staff and Facilities

Located in Minneapolis, Minnesota, the Thermo King Education Center houses the latest Thermo King units and technologies in spacious labs and classrooms. The Minneapolis location also acts as the hub for the expert staff of the Education Center. These trained professionals have a wealth of experience in a range of fields, teaching their courses with knowledge that comes from years of field-experience.

## Getting Started

In this brochure you will find the information needed to start an education with the Thermo King Education Center. Do not hesitate to contact us with questions.

## TEAM BIOGRAPHIES



### Chris Walmsley

#### Manager Technical Training

Chris joins the Thermo King Education Center team with extensive experience developing and delivering technical training courses and overseeing service training. Specifically, Chris spent the last 18 years at Trane, most recently as Leader, Training and Development. In this role, Chris and his team reached more than 4,000 students annually via wide-ranging training programs to accelerate growth and profitability for Trane



### Mark Nestingen

#### Technical Service Instructor - Bus HVAC

Mark started at Thermo King in 1978 as a Technical Service Trainer in the Education Center. He then took on the Bus Air Field Service Manager and Bus Product Service Manager roles. During these roles, he gained technical understanding and hands-on experience on the Bus HVAC products. After briefly taking on sales and service roles with McQuay and Energy Labs, Mark has returned as the instructor for the bus air conditioning courses.



### ReNae Jirak

#### Education Center Administrator

ReNae is the Thermo King Education Center Coordinator and Advisor, and the Thermo King University Administrator. She has experience in financial services, accounting, and customer service and has been at Thermo King since 2007. In her current role, ReNae is the customer main point of contact for questions related to Thermo King University (TKU) and all courses.



### Julian Yerbich

#### Education Center Operations Manager

Julian has worked in corporate education as a trainer and training manager for over 30 years for companies including International Harvester, J.I. Case, Graco, and Medtronic. He has been with the Education Center 2004 as a Senior Instructor and now serves as the Training Operations Manager for Truck, Trailer, and APU products.



### Mike Palm

#### Technical Service Instructor

Mike carries a wealth of knowledge topped with a passion for adult instruction, which he developed as a Sergeant in the Minnesota National Guard. He has a degree in HVAC-R system service and diagnosis and is a Military Trained Diesel Mechanic. In 2012, he joined Thermo King and worked extensively with unit compressors and related systems in Thermo King's Compressor Test Lab. In 2014 he transitioned to the Education Center and now teaches all



### Greg Schueller

#### Technical Service Instructor

Greg brings over 10 years of performance based instruction experience to the Education Center team, and has been with Thermo King since early 2014. He is a practiced communicator and troubleshooter, with 19 years of technician experience at Diebold, Inc. Greg also displays a solid technical understanding from his coursework and hands-on experience over the years. Today Greg is teaching all truck, trailer and APU courses.



### Jenny Kafka

#### Instructional Systems Developer

Combining her desire to teach and develop others with her drive to learn about our dealers, Jenny delivers TRECS non-technical dealer training content and continuing education. She has a background in public as well as corporate education, and she is experienced in developing engaging materials for a variety of audiences, both online and in the classroom. Jenny partners with us through an award winning local development firm, Fredrickson Learning.



### Walton Stanley

#### Instructional Systems Developer

Walton brings vast skill in developing interactive, task-based online training and user-support solutions. He has experience in hands-on industries such as food service, industrial controls and medical devices. His focus is now on developing online-based training modules and supporting labs for the CERTI-TECH technician training and continuing education programs.



## Virtual Course Schedule

Course Name*	Course #	Start Date	End Date	Length	Location
Fleet Single-Temp, Maintenance & Diagnosis	20021FST	2/15/2021	3/05/2021	3 wks—8 AM to 12:30 PM**	Online
Fleet Single-Temp, Maintenance & Diagnosis	20121FST	4/12/2021	4/30/2021	3 wks—12 PM to 4:30 PM	Online
Fleet Single-Temp, Maintenance & Diagnosis	20221FST	5/10/2021	5/28/2021	3 wks—8 AM to 12:30 PM	Online
Fleet Single-Temp, Maintenance & Diagnosis	20321FST	6/07/2021	6/25/2021	3 wks—8 AM to 12:30 PM	Online
Fleet Multit-Temp	22021FMT	1/11/2021	1/29/2021	3 wks—1 PM to 5:30 PM	Online
Fleet Multit-Temp	22121FMT	3/08/2021	3/26/2021	3 wks—8 AM to 12:30 PM	Online
Fleet Multit-Temp	22221FMT	5/03/2021	5/21/2021	3 wks—12 PM to 4:30 PM	Online
Fleet Multit-Temp	22321FMT	6/07/2021	6/25/2021	3 wks—12 PM to 4:30 PM	Online
Bus Professional Training Class	30121B	2/01/2021	2/05/2021	5 half-days	Online
Bus Professional Training Class	30221B	4/19/2021	4/23/2021	5 half-days	Online

\* All classes will be virtual until further notice.

\*\* Times are in US Central Time Zone

### CUSTOMER VIRTUAL INSTRUCTOR-LED TRAINING (VILT)

The future of training took on a new face in the wake of COVID-19. As a result, the Thermo King Education Center has been working hard to leverage new technologies that enable us to meet the training needs of our Dealers and Customers. vILT is a result of this effort. vILT enables us to provide live training to our Dealers and Customers in a safe, engaging and interactive manner during these unprecedented times. The Thermo King Education Center's vILT training courses are more than simple webinars. Each vILT course will cover every technical lab that would be performed during an onsite training session through video-based delivery and an interactive online training interface. Students are able communicate directly with the instructor through multiple methods built directly into the training platform (talking, chat interface, Q&A panels and polls). Benefits of vILT include:

- Eliminating the need to travel
- Allowing for continued employee skill building
- Full technical labs through video-based delivery
- Live interaction with Thermo King Technical Instructors
- Half day sessions for easier scheduling of employees time during training days

### Hardware/Software Minimum Requirements:

- Reliable and video-capable internet connection (minimum 10 Mbps). If you can stream Netflix or YouTube you should have the necessary connection speed
- Working speaker and microphone connected to computer/mobile device used to access the training session
- Operating Webcam (recommended but not required)

We are running each of these virtual classes three weeks in a row but only a half-day each day so you can leverage the second half of the day working in the shop and giving them time to absorb what they have learned in the 4 ½ hours each day.

2021 Pricing has gone up to \$1600.00, but we will honor the price that customers have already paid.

To learn about the details of this training, Please Contact your Local Thermo King Dealer.

To transfer students from one class to another, please contact the Education Center.

Education Center Contact: ReNae Jirak

Phone 952-887-2554

Email: [renae\\_jirak@tranetechnologies.com](mailto:renae_jirak@tranetechnologies.com)



# FLEET TECHNICIAN TRAINING

The Thermo King Education Center offers the most complete climate control training in the industry for your fleet, offering courses to your technicians of all levels. The objective of the Fleet Technician Training Program is to provide technicians with the knowledge and skills necessary for servicing and maintaining today's Thermo King climate control systems.

**Through both lab and classroom activities your technicians will:**

- Enhance their technical knowledge of transport refrigeration systems
- Master electrical systems, controls, and components
- Learn the techniques and skills necessary to repair and maintain climate control systems
- Gain proficiency in diagnostic procedures

By completing the Fleet Technician Training Program, your technicians will be better able to repair and maintain your fleet's climate control system so that your fleet is well maintained and always working optimally.

**Thermo King makes it convenient to learn. Courses are offered:**

- At the Thermo King Education Center in Minneapolis, Minnesota - Page 8
- Online through Thermo King University (TKU) - Page 12

## INSTRUCTOR LED COURSES

The Thermo King Education Center offers technicians the ability to learn the technical skills and theories necessary to best service and maintain your customers' climate control units.

In each course technicians will measure their progress by taking a pre-test and a post-test, in addition to daily quizzes and assignments. Courses include in-class lessons and lab activities.

### Fleet Single-Temp, Maintenance & Diagnosis Course

#### Who Should Attend?

Technicians who service and maintain single-temperature Thermo King Units.

#### Course Description

This course will teach your technicians the skills they need to best service and maintain single-temperature climate control systems. Through both in-class lessons and hands-on lab activities, technicians will learn:

- Basic principles of refrigeration and single-temperature climate control systems
- System diagnosis, service, and repair procedures
- Fundamentals of electrical systems and diagnostic techniques
- Microprocessor control systems service, basic diagnostics, and applications

#### Details

This two-week course (9.5 days) is administered at the Thermo King Education Center in Minneapolis, Minnesota.

#### Tuition Fee

\$1,600 per student.



## Fleet Multi-Temp Course

### Who Should Attend?

Technicians who service and maintain multiple-temperature Thermo King Units.

### Course Description

This course will teach your technicians the skills they need to best service and maintain multi-temperature climate control systems. Through both in-class lessons and hands-on lab activities, technicians will learn:

- Basic principles of refrigeration and multi-temperature climate control systems
- System diagnosis, service, and repair procedures
- Fundamentals of electrical systems and diagnostic techniques
- Microprocessor control systems service, basic diagnostics, and applications

### Details

This two-week course (9.5 days) is administered at the Thermo King Education Center in Minneapolis, Minnesota.

**When classes are held virtually, classes are three-week half-day classes; not two-week full day classes.**

### Tuition Fee

\$1,600 per student.

## Bus Technician Course

### Who Should Attend?

Technicians from:

- Transit bus operations
- Bus dealers
- Bus manufacturers
- Authorized Thermo King Dealer technicians with a minimum of 12 months of on-the-job experience

### Course Description

This is an introductory course that will teach your technicians the skills necessary to best service and maintain bus climate control systems. Through both in-class lessons and hands-on lab activities, technicians will learn:

- Basic principles of refrigeration and air-conditioning systems
- Electrical systems and electronic controls
- Service and maintenance procedures for bus systems

### Details

This week-long course (4.5 days) is administered at the Thermo King Education Center in Minneapolis, Minnesota.

**When classes are held virtually, classes are three-week half-day classes; not two-week full day classes.**

### Contact For Regional Bus Training Requests

Mark Nestingen – Bus HVAC Instructor

Cell: (952) 412-7348

Office: (952) 887-2255

Email: [Mark.Nesting@tranetechnologies.com](mailto:Mark.Nesting@tranetechnologies.com)

### Tuition Fee

\$775 per student.

## ONLINE COURSES

ThermoKing Education Center online courses are available through ThermoKing University (TKU), which can be accessed through the Thermo King North America website. For login-access to TKU, contact your Thermo King Dealer.

### Refrigeration Fundamentals

Covers refrigeration fundamentals and the basics of the four-component refrigeration system to prepare learners for more advanced refrigeration topics. The cost is \$75.

### Electrical Fundamentals Series

"The Foundation" covers fundamentals around electrical terminology, basic principles and multimeters to prepare learners for more advanced electrical topics. The cost is \$75.

In "The Application" use the fundamentals to start diagnosing with this interactive module. Learn to apply four common electrical tests to determine with confidence which component is faulty. The cost is \$75.

### Microprocessor Fundamentals Series

"The Foundation" module provides a functional overview of microprocessor control systems that prepares technicians to perform basic service and diagnosis. The cost is \$75.

The "Diagnostics" module takes it to the next level to ensure that a technician knows how to perform critical tasks in the HMI, respond effectively when alarm codes are present, troubleshoot using microprocessor LEDs, and so much more. The cost is \$75.

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### Truck, Trailer Product Service Overviews

Overviews are available on multiple products, including:

- Precedent™ Service Overview
- T-80 Truck Service Overview

There is no cost for these courses.

### TriPac EVOLUTION™ Series

There is no cost for the following courses:

- TriPac EVOLUTION Installation: Step-by-step guidance and best practices for a successful install.
- TriPac EVOLUTION Preventative Maintenance: This video provides guidance on how to properly perform routine maintenance to ensure optimal unit operation. **IMPORTANT NOTE: You will need reference materials to complete this module.** Obtain the following from your local dealer as needed: TK 56215, TK 55739, Service Bulletin SB587 and Service Bulletin SB636.
- TriPac EVOLUTION Product Introduction: This module gets you started on your journey toward understanding Thermo King's TriPac EVOLUTION to help you better perform your job.
- TriPac EVOLUTION TK Monitor: Learn how TK Monitor can help read hour meters or diagnose a unit.

### And more!

See TKU for a list of additional Thermo King specific and soft skill online courses to grow technician skill, such as:

- AC Electrical Safety: Get familiar with the hazards and considerations for working with AC electrical power (\$0)
- Refrigerant Recovery, Evacuation & Dehydration: A step-by-step video guides technicians to perform safe and effective recovery and evacuation, ensuring proper dehydration to avoid future unit issues (\$75)

# EPA SECTION 608 CERTIFICATION TESTING

## What Is EPA 608?

All Transport Refrigeration technicians in the United States that handle refrigerant must be certified by the Environmental Protection Agency. Certification is obtained by taking the EPA Section 608 Certification Test.

## Logistics

A review of the material for the EPA test, and the test itself is offered:

- On the 2nd Monday of each 2-week class
- On the Thursday of each Fleet Single-Temp week for students attending only one week of the series

A shuttle will return the EPA test participants to the hotel by 7 PM.

## Test Cost

Cost is \$100.00 per student to be paid in advance before taking the test or receiving the study materials. The cost includes study materials and the test.

## Pre-Enroll to Jump Start Tech Studying

Technicians are most successful when they come to class prepared to take the EPA test. A TKU Manager at your local Thermo King dealership can pre-enroll techs for the EPA course when registering them into classes.

After pre-enrollment, the dealership must email the Education Center with the following:

- Class location
- Customer address
- Recipient name for package
- Names of student(s) taking the EPA test

Once this information is received, the study materials will be sent. The tech will need to bring the book to class when they come to Minneapolis.

## Classes with EPA Testing

We only offer EPA testing at the Minneapolis location, in conjunction with the following courses:

- Bus Technician Course
- Fleet Single-Temp Maintenance
- Fleet Multi-Temp

## Questions and Contact

For questions about registration, please contact ReNae Jirak at the Thermo King Education Center:

ReNae Jirak

952-887-2554

[Renae\\_Jirak@tranetechnologies.com](mailto:Renae_Jirak@tranetechnologies.com)

# REGISTRATION

## Next Steps

Students can apply and register for courses through their local Thermo King Dealer. Once the application has been completed and submitted via Thermo King University, a confirmation email will be sent to the email addresses provided in the application. The confirmation email will contain information necessary to complete the registration and make hotel and flight reservations.

### Registration Checklist

- Registration: Register your technicians through your local Thermo King Dealer.
- Confirmation: A confirmation email should follow registration. This email also serves as the invoice.
- Payment: If payment is necessary as stated in the course description "Details," pay the course fee to your local Thermo King Dealer.
- Hotel Reservation: Make a hotel reservation for your technician at the recommended hotel for the dates listed in the confirmation email.
- Flight Reservation: Make a flight reservation for your technician according to the dates listed in the confirmation email. Minneapolis airport code: MSP.
- Technician attends the course!

For registration questions, please contact the Thermo King Education Center:

ReNae Jirak  
952-887-2554

[Renae\\_Jirak@tranetechnologies.com](mailto:Renae_Jirak@tranetechnologies.com)

## Program Hours and Costs - Minneapolis Courses

### Program Hours

Unless otherwise specified, full-day course hours are from 8:00 AM to 4:30 PM with a 45 minute lunch. For one or two-week courses, training concludes on the last day of the course at 11:30 AM.

**When classes are held virtually, classes are three-week half-day classes; not two-week full day classes.**

Flights should not depart before 3:00 PM on the last day of training. For 2-day classes, student flights should not depart before 7:30 PM.

For the Fleet Single Temp, Maintenance Course (FST1), the course ends at 3:00 PM on the last day of class. If applicable, flights should not depart before 6:00 PM on that day.

### Division of Responsibilities

The employer is responsible for the student's transportation to and from Minneapolis, hotel expenses, and dinner expenses. Lunch is provided by Thermo King while the technicians are in class. Thermo King is also responsible for the costs of all equipment and materials used during class.

Assuming the student stays at the recommended hotel, continental breakfast is included in the hotel fee and a daily shuttle is provided between the hotel and the Education Center.

### Course Tuition

Tuition is stated in the course description of each course. Tuition is due upon receipt of confirmation and invoice and must be paid before the course start date. Please arrange payment with your local Thermo King Dealer.

# LOGISTICS & POLICIES

## Cancellation Policy

If it should become necessary to cancel registration in a confirmed course, the Dealer may reschedule the participant according to course availability or send another qualified person in his or her place. Refunds will not be provided within 14-days of a class start date or for "no shows." Thermo King Corporation has the right to alter, reschedule or cancel courses at any time without prior notice.

## Recommended Hotel

For all Minneapolis-based Education Center courses, please use the approved hotel to ensure expected services, such as shuttle to class:

### Embassy Suites Bloomington

2800 American Blvd W. Bloomington, MN 55431  
(952) 884-4811

**Cost:** The cost is \$97.13 inclusive of tax per night. Rooms must be booked 3 weeks before class starts to receive this rate.

**Direct Bill:** If a student will not provide a physical credit card at the hotel, a completed Credit Card Authorization form must be sent to the Embassy Suites prior to arrival at the hotel. The form is located in the back of this catalog and allows the hotel to direct bill for lodging and food as needed. If this is not complete, the student must put use his or her own credit card.

**Logistics:** When the student arrives in Minneapolis, for airport shuttle pick up, he or she must call the hotel and provide a location. Once luggage is claimed, do the following:

1. Take the escalator down from baggage claim
2. Follow the signs for ground transportation and hotel shuttle pick up and look for the Embassy Suites shuttle van

## Safety and Dress Code

Due to the hands-on nature of our training, personal eye and hearing protection is provided and should be worn as instructed during the course. Dress is informal but should be suitable for shop or lab activities. No shorts or tank tops are permitted. The students must have closed-toed shoes.

## Equal Opportunity Policy

It is the policy of Thermo King Corporation to provide equal training opportunities to qualified individuals regardless of race, color, religion, sex, national origin, age, handicapped status, veteran status, or citizenship.

## Code of Ethics

In the interest of maintaining an atmosphere conducive to learning, Thermo King Corporation expects its students to exhibit behavior inside and outside the Education Center that reflects high professional standards and ethics. If any participant's performance or behavior is disruptive to the learning process due to alcohol, drugs, or other reasons, their employer will be notified and their training may be terminated.

# CONTACT US

For any questions please contact the Thermo King Education Center:

ReNae Jirak

952-887-2554

[Renae\\_Jirak@tranetechnologies.com](mailto:Renae_Jirak@tranetechnologies.com)

## Education Center Address

Thermo King Education Center, MS #25  
314 West 90th Street  
Minneapolis, MN 55420

## Website

Visit our website for product details and the latest news from Thermo King: [www.na.thermoking.com](http://www.na.thermoking.com)

## Thermo King University (TKU)

For a Thermo King University account, contact your local Thermo King Dealer.

Thermo King University can be accessed from the Thermo King website at: [www.na.thermoking.com](http://www.na.thermoking.com)





# STUDENT INFORMATION FORM



## EDUCATION CENTER STUDENT INFORMATION FORM

*Please Print Clearly and return to your Local TK Dealer*

Course Number (1<sup>st</sup> choice) \_\_\_\_\_ Course Number (2<sup>nd</sup> choice) \_\_\_\_\_

Course Location \_\_\_\_\_

### **Student**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

Employee Email Address (optional): \_\_\_\_\_

### **Job Details**

Job Title & Dept. \_\_\_\_\_

### **Employer**

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

### **Supervisor**

Supervisor Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

Fax \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Employer Email Address (required): \_\_\_\_\_

### **Dealer**

Dealer Email Address (required): \_\_\_\_\_



# CREDIT CARD PAYMENT FORMS

**THERMO KING****CONFIDENTIAL****EDUCATION CENTER CREDIT CARD PAYMENT FORM***Please Print Clearly*

**NOTE:** All of the following information is **required**.

**Circle One:**    **Visa**        **MasterCard**        **American Express**

**CARD HOLDER INFORMATION:**

Signature \_\_\_\_\_

NAME (as it appears on the card) \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

CARD VERIFICATION NUMBER (3 or 4 digits on back of card) \_\_\_\_ \_

AMOUNT \$ \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

**Fill in the following information as to where you receive your statement.**

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

CONTACT NAME &amp; NUMBER FOR QUESTIONS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

(Required in order obtain / receive a receipt.)

**STUDENT INFORMATION:**

(May be different from credit card holder information.)

**Student Name** \_\_\_\_\_**Class # or EPA608** \_\_\_\_\_**Thermo King Internal Use Only:**G/L ACCOUNT NUMBER TO CREDIT: 1001.119026.91214.655722.42901.0000.00000.00000

PER IR POLICY, THIS CREDIT CARD INFORMATION WILL BE SHREDDED ONCE THE  
INFORMATION IS ADDED TO THE CREDIT CARD DATABASE.







### EMBASSY SUITES HOTEL BLOOMINGTON

#### Credit Card Payment Authorization Form

*Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged.*

PLEASE SEND COMPLETED FORM TO: 952-884-0356 ATTN: \_\_\_\_\_

Date: \_\_\_\_\_

Guest/Group Name & Confirmation #:	
Check-In / Event Date:	
Name of Person/Group Making Reservation:	Phone:

CARDHOLDER - Please complete the following section and sign/date below.

Cardholder Name as it Appears on Credit Card:				
Cardholder Billing Address:				
City:	State:	Zip:		
Daytime /Business Telephone:		Evening Telephone:		
Credit Card Number:		Expiration Date:		
Credit Card Type: (Circle one) <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Visa/MasterCard</span> <span>American Express</span> <span>Discover</span> <span>JCB</span> <span>Diners Club</span> </div>				
Credit Card Issuing Bank Name:		Bank Phone Number (from back of your credit card):		
I agree to cover the following categories of charges: (Please circle) <div style="display: flex; justify-content: space-around; font-size: small;"> <span>All Charges</span> <span>Room &amp; Tax</span> <span>Food &amp; Beverage</span> <span>Retail</span> <span>Recreation</span> </div>				
DIRECT BILL ACCOUNT PAYMENTS ONLY:  Name on Invoice/Statement _____ Date on Invoice/Statement _____ Invoice/Statement Number _____ Authorized Amount \$ _____				

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ \_\_\_\_\_

Final Balance Billed to Credit Card (hotel use only): \$ \_\_\_\_\_

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_





