



Valued Facebook Hotel Partner,

Please be aware that this guest is a Facebook candidate checking in. Carlson Wagonlit Travel has set up this reservation, using a Virtual payment (single use cards) as a method of settlement for room and tax only! Facebook uses an American Express VPayment card product.

Please use the candidate's personal credit card for incidentals **only**. If you already swiped the candidate's personal card and need to retrieve the Vpay number again, you can call CWT 24/7 (after hour emergency center) at 00 44 203 353 0585 and a consultant will be able to provide you with the complete number and expiration date.

Due to the agreement Facebook has with preferred properties, please **do not** ask the candidate or CWT to fill out a credit card authorization form. In order to be selected as a preferred property, your hotel has agreed to this process. Reach out to your manager or to CWT for any related questions or concerns.

Facebook is committed to simplifying and streamlining the procurement and payment processes. Thank you for your compliance and partnership.

Sincerely,
Facebook Travel Team
00 44 203 353 0585