



2022

## Suite Catering Accounting Procedures and Contacts

Our goal is to provide our Suite Holders with an organized and efficient level of customer service. In order to do so, below is a review of our procedures as well as the department contacts. Please take a moment to read through this. Also attached to this letter is a 2022 Credit Card Authorization Form that needs to be returned prior to the next event you plan on attending.

- *Suite Holders will provide one (1) credit card to remain on file for their Food and Beverage orders for each season. For Security purposes, credit card information from the previous season is no longer valid or accessible to us. **Advanced Day Orders (ADO)** are to be paid in full with this card for all games/ events. The authorization will be updated each January after Cotton Bowl. You may elect to use an alternate card for **Event Day Orders (EDO)** by presenting an alternate card to your server or attendant on the day of the event. If alternate payment for an **EDO** is not presented, the card on file will be processed whether the **EDO** is placed by the Suite Holder, a Sublessee, or a guest of the Suite Holder. We do not handle third party collections so if a Sublessee fails to present payment for orders placed on event day, the Suite Holder's card will be charged and the Suite Holder will need to negotiate payment with their Sublessee.*
- *We do not change payment methods after an event unless the wrong payment method was used due to our error. If the credit card you have on file is not the card you want charged, we will need to be made aware prior to the event and/or at the time your **ADO** is placed. If you want guest orders in your suite to be charged to the card on file, notify your suite server or attendant during the event or your suite coordinator before or during the event. Once the event has ended, you will need to reimburse your guest(s) independently.*
- *For Suite Holders who choose not to use their credit card for an **ADO**, we will accept a check as an alternative form of payment. In order to finalize your food and beverage order, the check will need to be at our office by **12:00 PM seven (7) business days prior to the event**. If the check is not received by the deadline, the card on file will be charged.*
- *Tax exempt Suite Holders must provide their tax exemption certificate to the Suite Coordinator prior to the event so as not to be charged taxes on **ADOs** and **EDOs**. Any taxes charged because the certificate was not provided in advance of the event cannot be refunded and will have to be obtained from the state comptroller. The tax exemption certificate will be updated each January after Cotton Bowl.*
- *In alignment with a green initiative to do our part in protecting our environment, receipts for suite catering will no longer be mailed post event. We ask that Suite Holders retain a copy of their **ADO** receipt (Order Summary) and their **EDO** receipt that is provided on the day of the event. Please be sure to communicate this internally, particularly to those who may occupy your suite for a particular event. Many Suite Holders currently retain their receipts for their own expense reporting purposes and your continued support in this is greatly appreciated!*

We would like to express our deep appreciation for your business in 2022 and we look forward to working with you again in 2023!

CONTACT INFORMATION	
Submit Form To/Catering Receipts	
<b>Contact:</b>	<b>Your Suite Coordinator</b>
<b>Email:</b>	<b>Cowboyssuites@legends.net</b>
<b>Phone:</b>	<b>817-892-4550</b>



\*\*\* FOR LEGENDS OFFICE USE: \*\*\*

☐ CHECK HERE FOR A PGL \_\_\_\_\_  
Event name

## 2022 Suite Credit Card Authorization Form

SUITE INFORMATION	Suite #:	_____
	Company/ Name:	_____
	Contact Name:	_____
	Phone:	_____
	Email:	_____
CREDIT CARD DETAILS	Card Type:	Amex      Discover      MasterCard      Visa      (circle one)
	Card #:	THIS NUMBER SHOULD BE PROVIDED TO YOUR LEGENDS SUITE SERVICES COORDINATOR BY PHONE ONLY _____
	Expiration:	_____/____/____ Security Code: _____ (MC/V: 3 digits/ Amex: 4 digits)
	Name on Card:	_____
	Card Billing Address:	_____
	City, State, Zip:	_____

### AGREEMENT: PLEASE READ, INITIAL AND SIGN

Please email this authorization to your Legends Suite Coordinator and provide your card number VIA PHONE ONLY. Suite catering charges will appear on your credit card statement as "Dallas Cowboys Suites".

I, \_\_\_\_\_ authorize the use of the credit card described above  
(print name)

to be charged for Suite products and services provided by Legends Hospitality

\_\_\_\_\_ I have received and read a copy of the 2022 Suite Catering Accounting Procedures. (n/a if PGL)  
initial

\_\_\_\_\_ I have provided a tax exemption certificate, if applicable. I acknowledge I cannot receive a refund of tax paid if I  
initial do not provide a tax exemption certificate prior to an event.

\_\_\_\_\_ I am financially responsible to pay 100% of the final bill and a penalty may apply for late cancellations. I  
initial understand there will be no changes made to my chosen payment method after an event unless it is a Legends error.

\_\_\_\_\_ I understand that it is the Suite Holders/Occupants responsibility to retain receipts for expense records,  
initial including receipts provided for Advanced Day and Event Day Orders. Paper receipts will not be mailed post event.

\_\_\_\_\_ I understand that, per my contract, the card on this form will be processed for unresolved balances after an  
initial event. If applicable, it is then my responsibility to negotiate reimbursement with my guest/sublessee as Legends does not handle third party collections. (n/a if PGL)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_, 20\_\_\_\_  
Date