

**Stanford Business Rental Billing Number Request Form**

**Directions:** Please complete and sign the form below to request a new billing number under the Stanford Business Rental Program. Requests will require 2-3 business days to complete. For any account related questions, please reach out to the Stanford Travel Team.

**Account Name:** \_\_\_\_\_

**Account Address:** \_\_\_\_\_

\_\_\_\_\_

**Account and Contact Information**  
*(Contact will receive copies of receipts)*

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Billing Contact**  
*(If different than above, contact will receive copies of receipts)*

Contact Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Credit Card Information**

Credit Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Signer Name: \_\_\_\_\_

Signature: \_\_\_\_\_