

# Gift Card Request Form

Please e-mail completed form to [DestinationServices@OceanHouseRI.com](mailto:DestinationServices@OceanHouseRI.com)

Please allow 24 hours to process all gift card requests.

## Purchaser

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

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

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

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

## Recipient

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

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

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

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

## Payment Information

Card Type:    American Express       Discover       MasterCard       Visa

Number: \_\_\_\_\_ Expires: \_\_\_\_\_

Name on Card: \_\_\_\_\_

*I authorize Ocean House to charge my credit card for the gift card services listed below.*

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

## Detailed Information

Amount of first gift card: \$ \_\_\_\_\_ . \_\_\_\_\_

Amount of second gift card: \$ \_\_\_\_\_ . \_\_\_\_\_

Amount of third gift card: \$ \_\_\_\_\_ . \_\_\_\_\_

Include hotel brochure:    Yes                    No

Personalized Message:    Yes                    No

Message: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mailing Instructions**

Mail to: Purchaser Recipient Picking up at Hotel

Name of individual picking up gift card(s): \_\_\_\_\_

**Shipping & Handling**

**FedEx Two-Day Shipping** Add \$35 for shipping and handling fees, including gift box.

**FedEx Ground** Add \$20 for shipping and handling fees, including gift box.

*Yes, I would like to receive an e-mail notification with tracking number*

E-Mail: \_\_\_\_\_

*Blue indicates a required field. Form cannot be processed without completed selection.*

**Please allow 24 hours to process all gift card requests.**

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(FOR INTERNAL USE ONLY)

**Processing Information**

Call Received On: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

Call Processed By: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

Date Mailed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Logged: Yes No

In GC Log: Yes No

E-Mailed: Yes No

GC Ref #: \_\_\_\_\_ Folio #: \_\_\_\_\_ Certificate #: \_\_\_\_\_