

Marriott New Orleans Convention
Center
859 Convention Center Blvd
New Orleans, LA 70130
Nina Moffa
Phone (504) 613-2845
Email: Nina.Moffa@Marriott.com

Sales & Event Managers to fill out RED highlighted portions of document
MANUAL DIRECT BILL CUSTOMER SET-UP FORM

**Required Information is in Bold Lettering. Any Required Information Not Provided
Will Result in the Return of the Uncompleted Form to the Sender.**

Approval for direct billing requires a group to have ten (10) rooms or more, or \$5,000.00 in charges

CUSTOMER INFORMATION (Check one)

☐ New Customer

☐ Customer Change (Provide Customer Number Below)

Customer ID Number: _____

CUSTOMER TYPE (Check one)

☐ Regular

☐ Voucher

Function Date: _____

Opportunity # : _____

Estimated Dollar Amount: _____

Company Name: _____

Company Contact: _____

Phone: _____

Fax: _____

Company Address: _____

Email Address: _____

Accounts Payable Contact: _____

Accounts Payable Address: _____

Requested By: Nina Moffa

Phone: 504-613-2845

Email Address: Nina.Moffa@Marriott.com

Fax: 504-613-2860

Upon completion, please email this form to Nina.Moffa@Marriott.com