



CREDIT PROFILE ON:

**Sample Credit Profile Company**

12345 Sample St.  
New York, NY 12345-6789

HCA MEMBER: Credit Manager  
Your Hotel  
HCA FILE # **HCA-12AXX**  
PROFILE COMMENTS: None

CREDIT PROFILE DATE: **01/23/12**

**DELINQUENT REFERENCE** *(reported by other HCA members)*

REFERENCE TYPE

#1 **Virginia Avenue Hotel Virginia Beach, VA** Hotel / Hospitality  
Function: 04/11 (function name not indicated) Reported to HCA on: 09/25/11  
Amount Billed: \$19,687.00  
Payment History: Billed: 05/03/11 Payment: See Comments  
Advance Deposit: \$1,000.00  
Repeat Customer: No  
Acct Opened: 04/11  
Comments: The customer disputed several charges. The contact did not return numerous phone calls and emails. A revised invoice of \$18,000.00 was sent on 06/27/11. A 4 month payment plan of \$4,500.00 a month was arranged on 07/25/11 and began on 08/01/11. The final payment was received on 11/01/11. This customer will not be allowed future billing privileges.

**SUPPLIED REFERENCES** *(submitted by your hotel, to HCA, for this report)*

REFERENCE TYPE

#2 **Baltic Hotel Philadelphia, PA** Hotel / Hospitality  
Function: 12/10 2010 Christmas Party  
Amount Billed: \$12,186.35  
Payment History: Within 49 Days  
Advance Deposit: Not Indicated  
Repeat Customer: Yes  
Acct Opened: 04/98  
Comments: The delay in payment was due to hotel billing errors. To insure prompt payment, it is recommended to obtain a purchase order number.

#3 **Marvin Gardens Hotel Baltimore, MD** Hotel / Hospitality  
Function: 06/11 2011 Annual Conference  
Amount Billed: \$56,358.00  
Payment History: Billed: 06/27/11 Paid: 07/23/11  
Advance Deposit: Not Indicated  
Repeat Customer: Yes  
Acct Opened: 10/05  
Comments: None

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PO Box 459 Grafton, IL 62037 618-786-5100 ph. 618-786-5200 fax  
www.hotelcreditassociation.com

## HOTEL CREDIT ASSOCIATION

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REFERENCE TYPE

#4 **Park Place Downtown Hotel New York, NY** Hotel / Hospitality  
 Function: 10/11 (function name not indicated)  
 Amount Billed: \$25,000.00 +  
 Payment History: Within 30 Days  
 Advance Deposit: None  
 Repeat Customer: Yes  
 Acct Opened: 10/10  
 Comments: The client is easy to work with. A credit card is kept on file to guarantee charges.

**DATABASE REFERENCES** *(additional information from HCA's database)*

REFERENCE TYPE

#5 **Atlantic Resort Atlantic City, NJ** Hotel / Hospitality  
 Function: 06/10 2010 Annual Conference Verified by HCA on: [11/17/11](#)  
 Amount Billed: \$78,462.00  
 Payment History: Within 48 Days  
 Advance Deposit: \$15,000.00  
 Repeat Customer: No  
 Acct Opened: Not Indicated  
 Comments: There were small adjustments for incidentals and A/V charges. The contact person is no longer with the company. Several telephone calls were necessary to expedite payment. Once the correct person was contacted, the payment was received promptly.

#6 **Boardwalk Hotel New York, NY** Hotel / Hospitality  
 Function: 01/11 (function name not indicated) Verified by HCA on: [06/14/11](#)  
 Amount Billed: \$7,643.85  
 Payment History: Billed: 02/14/11 Payment: See Comments  
 Advance Deposit: None  
 Repeat Customer: No  
 Acct Opened: 01/11  
 Comments: The charges were to be paid upon departure. The credit card was declined and direct billing was necessary.

#7 **Illinois Hotel & Conference Center Chicago, IL** Hotel / Hospitality  
 Function: 09/10 Fall Meeting Verified by HCA on: [12/28/10](#)  
 Amount Billed: \$23,587.41  
 Payment History: Billed: 10/14/10 Paid: 12/16/10  
 Advance Deposit: \$2,500.00  
 Repeat Customer: Yes  
 Acct Opened: 04/09  
 Comments: They were also billed \$68,266.43 on 06/27/09 and the payment was received on 08/15/09. There were several disputes for attrition, food & beverage and banquets.

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CREDIT PROFILE DATE: **01/23/12**

***DATABASE REFERENCES (CONTINUED)***

REFERENCE TYPE

**#8 St. James Place Hotel & Suites Dallas, TX**

Hotel / Hospitality

Function: Ongoing (function name not indicated)

Verified by HCA on: **08/23/11**

Amount Billed: \$4,000.00 - \$6,000.00 ( Monthly Average )

Payment History: Within 30 Days ( Average )

Advance Deposit: Not Indicated

Repeat Customer: Yes

Acct Opened: 06/09

Comments: This client has been billed as high as \$15,000.00 and always pays within the hotel's terms.

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