

**Commander
Military Surface Deployment and Distribution Command
ATTN: SDPP-IP Room 10S67
Hoffman Building II
200 Stovall Street
Alexandria, VA 22332-5000**

We will accept verbal citation of the Military Surface Deployment and Distribution Command

VISA account number as payment for hotel accommodations and meals provided to recruit travelers, or you may facsimile authorization for the charges on your letterhead. It is understood the account number can be verified through Bank of America. Furthermore, it is understood that telephone calls, room service, alcoholic beverages, movies and meal costs in excess of those authorized by your representative are not chargeable to your account.

**When your representative contacts the _____
(Hotel/Motel)**

**they should refer to _____
(Identification Number)**

Our telephone number is _____

Our facsimile number is _____

(Name and Title)

(Date)

(Signature)