



# N.J. Purchase Orders for Pre-Payment

**TO:** NJ Sustainability in Motion Conference

Please be advised that Caesars Atlantic City Hotel –Casino **does not** accept Purchase Orders on a “Direct Bill” basis.

All Purchase Orders will be accepted on a “Pre-paid” basis only.

Please make all purchase orders and checks payable to **Caesars Atlantic City** and mail them to the address below **ATTN: Flo Jones/Front Desk**.

Once your purchase order is received and the amount due is verified, it will be signed and returned to you for payment in advance. Payment must be received at least 15 days prior to your expected arrival date. If you can accept a signature via email, please email your purchase order to [jonesflo@caesars.com](mailto:jonesflo@caesars.com)

**PLEASE NOTE:** Payments that are received that are less than 15 days prior to the arrival date will be returned to the sender and your guests will be asked for payment at check-in time. Payments made using a personal credit card **will not** be tax exempt.

The hotel **WILL NOT** accept a check or Purchase Order upon arrival.

If you have any questions, please feel free to contact me at 609-441-5736 Monday-Friday 9:00am-5:00pm eastern standard time.

Cordially,

*Flo Jones*

Flo Jones

Convention Coordinator for Caesars Atlantic City

c/o Caesars Front Desk

2100 Pacific Avenue

Atlantic City, NJ 08401