



House Account Request

Pheasant Restaurant & Lounge
726 Main Ave. S.
Brookings, SD 57006

844-432-2473
Info@PheasantRestaurant.com

Organization Information

Name of Organization / Entity: _____

Mailing Address:

Primary Contact Name: _____

Title/Position: _____

Phone: _____

Email: _____

Billing Contact (if different from above):

Sales Tax Exemption (Optional)

If your organization is tax-exempt, please provide a current certificate:

- Not Applicable Certificate attached
 Will be sent via email to Trevor@PheasantRestaurant.com

△ Note: Eligibility for tax exemption is determined by the purchaser.

Helpful links:

- [Exemption Certificate Information](#)
- [Generate Your Certificate](#)

How to Use Your House Account

To charge a purchase to your organization:

1. Notify your server that you'd like to charge the bill to a House Account.
2. You'll be asked to complete a brief charge slip that includes:
 - Name and contact of the person authorizing the charge
 - The organization or department name
 - Whether the purchase is tax-exempt
 - Any gratuity to be added to the charge
3. Retain a copy of the receipt for your records.
 - We do not automatically send invoices.

To request an itemized copy, email: Trevor@PheasantRestaurant.com with the amount, date/time, or ticket number.

Charge Terms & Guidelines

- Charges for alcohol, gratuity, and service fees are the responsibility of the organization unless otherwise arranged.
- Please notify your server at the time of service if any items are not to be included in the charge.
- An 18% gratuity will be applied to parties of 6 or more, unless other arrangements have been made.
- Any tip/gratuity added to the charge slip will be paid directly to the server and included on the organization's account.
- Payments are due within 30 days of purchase. Late fees may apply to overdue accounts.

Acknowledgment & Agreement

By submitting this form, the organization agrees to the above terms and accepts responsibility for all charges made to the account.

Authorized Representative Name (Print): _____

Signature: _____

Date: _____

Reservations: PheasantRestaurant.com or 844-432-2473