

To: Reservation department 预订部

Block id-160999

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New Booking 新预定 Amendment 修正 Cancellation 取消

Date:

A. Guest Details 客人信息

Guest Name 住客名字: _____

Tel 联系方式: _____ E-mail 邮箱地址: _____

Arrival Date (mm/dd) 到达日期: _____ Flight No 航班号: _____ Arrival Time 抵达时间: _____

Departure Date (mm/dd) 离店日期: _____ Flight No 航班号: _____ Departure Time 起飞时间: _____

B. Room Type 客房类型

<input type="checkbox"/> Superior King Bed Room 高级大床房	<input type="checkbox"/> CNY1000net per room per night, include 1breakfast 人民币 920 元净价每房每晚,含一份早餐	<input type="checkbox"/> Superior King Bed Room (高级大床房) __间
<input type="checkbox"/> Superior Twin Beds Room 高级双床房	<input type="checkbox"/> CNY1000net per room per night, include 2 breakfast 人民币 1020 元净价每房每晚,含二份早餐	<input type="checkbox"/> Superior Twin Beds Room (高级双床房) __间

- Official check-in time is at 14:00 and check-out time is at 12:00 hours.正常登记入住时间为 14:00 退房时间为次日 12:00 之前。

- Extra bed charge RMB350 net, including one breakfast 提供额外加床按人民币 350 元净价收取费用, 费用包含次日早餐一份。

C. Airport Transportation 接送机服务

Arrival Airport Transfer 接机服务 Yes 是 (Share car with _____) No 否

Departure Airport Transfer 送机服务 Yes 是 (Share car with _____) No 否

Car Type 车辆型号: 奥迪 A6 (Audi A6)

Pudong Airport (PVG)浦东机场: CNY750 per car per single trip 单程人民币 750 元

Hongqiao Airport (SHA)虹桥机场: CNY480 per car per single trip 单程人民币 480 元

D. Payment Details 支付信息

In order to guarantee this reservation and airport transportation arrangement, please provide below information;

为了保证以上房间的预定以及接送机的需求,请提供您的信用卡信息:

Credit Card 信用卡: VISA MasterCard American Express JCB

Card No 卡号: _____

Expiry Date 有效期: __/__(MM/YY)

Card Holder Name 持卡人姓名: _____

Security Code 验证码: □□□□

Authorized Signature 授权人签字: _____

Date 日期: _____

- Please fill in the above form and return to hotel as soon as possible, in order to book your requested room type. The final room type confirmation will be based on hotel's confirmation letter. 请尽快填写该表格并回传酒店, 以确保可以预定您想要的房型。最终房型以酒店确认为准。
- Please fill in the above form and return to hotel by Wednesday, **29.Sep, 2021**. After this cutoff date hotel reserves the rights to adjust the room rate to hotel Best Available Rate according to hotel actual availability. 请填写该表格并于 **2021 年 9 月 29 日星期三**前返回给酒店。若超过此截止日期, 酒店将根据实际的客房出租率调整房价至酒店的门市价。
- 100% of cancellation fee will be occurred on your credit card based on the total room revenue if your booking is cancelled Friday, **8.Oct, 2021**. 若在 **2021 年 10 月 8 日星期五**以后取消预定, 酒店将从您的信用卡中扣除总房费的 100%