

Kindly send in your reservation form by May 31, 2010. After this date, rooms are subject to availability

FAX RESERVATION FORM

New Booking
 Amendment
 Cancellation
 Repeat Guest

To :	Reservation Department /		
	Maggie Wang -Director of Business Development		
E-mail:	reservations.tpe@shangri-la.com / maggie.wang2@shangri-la.com	From :	_____
		Company:	_____
Fax :	886 2 2376 3151 / 8862 23768059		
		Company:	_____
Tel :	886 2 2378 8888 ext 5568 / 5423		
		Email:	_____
Address:	201 Tun Hwa S. Road, Section 2		Fax : _____
	Taipei 106 Taiwan		Tel : _____

Guest's Information

Mrs	_____	_____	_____
	Last Name		Given Name
Title	_____	Company Name	_____
Company Address	_____		
Zip/City Code	_____	Country	_____
Golden Circle	_____		
Membership Number	_____	Nationality	_____

Reservation Requirements

Room Type	<input type="checkbox"/> Deluxe Room @ NT\$6,890+10% service charge for single occupancy <input type="checkbox"/> Deluxe Room @ NT\$7,490+10% service charge for double occupancy ** Inclusive of one or two American Buffet Breakfast at 6F Café at Far Eastern for single or double occupancy		
Arrival	_____	_____	_____
	Date	Flight Number	ETA
			Yes <input type="checkbox"/> No <input type="checkbox"/>
Departure	_____	_____	_____
	Date	Flight Number	ETD
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Guest's Preference (Upon Availability)

Preferred Room	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> No Preference	
Preferred Bed	<input type="checkbox"/> King**	<input type="checkbox"/> Twin	<input type="checkbox"/> No Preference	** Upon availability
Special Dietary	_____			

Credit Card Guaranteed

All reservations must be guaranteed by credit card. Reservation without credit card number are not accepted. Notice of cancellation must be received no later than **72 hours** of arrival date to avoid a cancellation penalty, which will be charged to the given credit card for whole duration reserved.

Credit Card:	Amex / Diners / JCB / Mastercard / Visa	_____	_____
	Credit Card Type	Credit Card Number	Expiry Date
Card Holder's Name	_____	Signature	_____

Remarks:

Hotel Confirmation

Room Rate	Confirmation Number	Confirmed by	Date
_____	_____	_____	_____

TERMS & CONDITIONS:

- 1) Tao-Yuan International Airport - Hotel transfers is available upon request at **NT\$2,400net** per car per trip (BMW 740i).
- 2) Cancellation made within 2 hours on requested hotel's transportation arrangement will be subject to a **NT\$1,200net** cancellation fee. No Show will be subject to a **NT\$2,400net** no show fee.
- 3) Check-in time is at 15:00 and check-out time is at 12:00 noon. Check-in require prior to 12:00pm will subject to additional one night room charge. Additional room charge will be applied for late check-out and is upon availability. Room occupy until 18:00 will be charge at 50% of the room rate and full rate will be apply for late check-out beyond 18:00.
- 4) Rooms are available on a first-come, first-served basis. Reservations are NOT confirmed until the hotel sends a confirmation number.
- 5) Any late cancellation, no-show on the specified date of arrival or early check-out on the specified date of departure will be charge for the whole duration reserved as cancellation fee.
- 6) If the specific room type is full, we will reserve the next available room category.
- 7) All Rates are quoted in NTD and is inclusive of 10% service charge