



**New Booking**     
  **Amendment**     
  **Cancellation**     
  **Repeat Guest**

**PLEASE FAX OR EMAIL RESERVATION FORM DIRECTLY TO HOTEL TO BOOK A ROOM.**  
**Hotel Contact Person: Ms. Samantha Lin T: 886 2 2376-3104 F: 886 2 2376 3151 Email: samantha.lin1@shangri-la.com**

To :	From :
E-mail:	Company:
Tel :	Email:
Fax :	Tel :
	Fax :

**Guest's Information**

Mr/Ms	Last Name	Given Name
Title	Company Name	
Company Address		
Zip/City Code	Country	
Golden Circle		
Membership Number		
Passport Number	Nationality	
Place & Date of Issue	Date of Birth	

**Reservation Requirements**

Room Type	<input type="checkbox"/> Deluxe King NT\$7,700net including one daily buffet breakfast at 6F Far Eastern Café <input type="checkbox"/> Deluxe King NT\$8,300net including two daily buffet breakfasts at 6F Far Eastern Café				
Arrival	Date	Flight Number	ETA	Yes <input type="checkbox"/> No <input type="checkbox"/>	Airport Transfer
Departure	Date	Flight Number	ETD	Yes <input type="checkbox"/> No <input type="checkbox"/>	Airport Transfer

**Guest's Preference (Upon Availability)**

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 with a valid credit card number, or are otherwise not accepted. Notice of cancellation or postponement must be received no later than 72 hours prior to arrival to avoid a cancellation penalty equivalent to one night's room rate.**

Credit Card	Credit Card Type / Number	Expiry Date
Card Holder's Name	_____	

**Remarks:**

**Hotel Confirmation**

Room Rate	Confirmation Number	Confirmed by	Date
[ ]	[ ]	[ ]	[ ]

- 1) Airport transfers is available upon request at NT\$2,600 per car per trip (BMW 730Ld).
- 2) Cancellation made within 2 hours on requested hotel's transportation arrangement will be subject to a NT\$1,300net cancellation fee.  
 No Show will be subject to a NT\$2,600net 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. Please consult with Front Office Receptionist upon check-in on 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) All Rates are quoted in NTD and are included 10% service charge and 5% government tax
- 6) This rate is not commissionable to travel agents.
- 7) Above rates are valid for the booking received by March 15, 2013
- 8) In accordance to government regulations, smoking is not allowed throughout the hotel beginning Jan. 11, 2009.