



# Hotel Reservation Form

## ASIS CHINA 2016

<b>To:</b> Joanne Hu	<b>FROM:</b>
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Please note 请注意:

- **Reservations will be held till 6pm only, unless guaranteed with Credit Card. Guaranteed reservations will be hold regardless of arrival time and will incur a cancellation charge of 1 night rate for no-show. 如需将预订保留至晚上下午六点, 需提供信用卡作为担保。经担保的房间将保留至您到店为止, 如取消将收取当晚房费。**

- Card Number:
- Expiry Date: /
- Card Holder's Name:

- The rooms are not subject to any service charges and the rates include daily breakfast per room per night. 房费包含服务费, 包含早餐费用。
- Airport Limousine transfers may be arranged at RMB:700.00 (PuDong Airport)/RMB:400.00(HongQiao Airport) net per car per way. Please advise us individual with flight details. 接机费用为 700 元(浦东机场)或者 400 元(虹桥机场)/单程, 如需此服务, 需提供航班信息及到达时间。

Car Pick up service: Pudong airport/Hongqiao airport

Car Drop off service: Pudong airport/Hongqiao airport

Company Name				
Check-in Date 入住日期:__(MM 月)__(DD 日)			Check-out Date 退房日期:__(MM 月)__(DD 日)	
Flight/Time _____			Flight/Time _____	
Family Name 姓	First Name 名	Superior (1-bed) Rate 高级单人间: RMB 850	Superior(2-bed) Rate 高级双人间: RMB 850	Non-Smoking (Y/N) 不吸烟 (是/否)

Other Requests 其他需求: \_\_\_\_\_

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