

Reservation Form for APDW 2015 Taipei

December 03-06' 2015

To: Sheraton Grande Taipei Hotel – Amy Chen/ Director of Sales

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New Booking Amendment Cancellation Repeat Guest

Date : / /

A. Guest Details (Please TYPE or PRINT Clearly in CAPITAL LETTERS)

Salutation: Mr. Mrs. Ms. Dr. Prof.

Surname: _____ First Name: _____

Tel: _____ Fax: _____ E-mail: _____

Nationality: _____ Birthday (mm/dd/yy): _____

Arrival Date (mm/dd): _____ Flight No : _____ Arrival Time: _____

Departure Date (mm/dd): _____ Flight No : _____ Departure Time: _____

B. Room Type

Deluxe King Room NT\$ 6,600+15.5% (Including One Daily Buffet Breakfast)

Premier King Room NT\$ 7,100+15.5% (Including One Daily Buffet Breakfast)

Executive Deluxe King Room NT\$ 8,600+15.5% (Including One Daily Buffet Breakfast)

- Official check-in time is at 15:00 and check-out time is at 12:00 hours. Check-in require prior to 12pm will subject to additional one night room charge. Additional room charge will be applied for late check-out and is upon availability.

- The Hotel will send a written confirmation upon receipt of the completed form.

- Rooms are available on a first-come, first served basis. Reservations are NOT confirmed until the hotel sends a confirmation number.

C. Airport Transportation

Arrival Airport Transfer Yes (Share car with _____) No

Departure Airport Transfer Yes (Share car with _____) No

Car Type : NT\$2,800net per car per trip, Mercedes-Benz S350

NT\$3,500net per car per trip, VAN for 6 pax

*Limousine service must be guaranteed by credit card and changes to arrival time notified at least 3 hours in advance to avoid a "No Show" charge.

D. Payment Details

Credit Card: VISA MasterCard American Express JCB

Card No: _____

Expiry Date: _____ / _____ (MM/YY)

Card Holder Name (printed): _____

Security Code:

Authorized Signature: _____

Date: _____

✳ No reservation will be accepted without credit card details. Any cancellation or changes must be advised before 4pm local time THREE days prior to the arrival or entire stay charge will be applied. Please keep cancellation number for further reference.

Please return this form by the deadline date of **November 20, 2015**. Please do not hesitate to contact us if you have any inquiries.