

FAX RESERVATION FORM

New Booking
 Amendment
 Cancellation
 Repeat Guest

To : Teresa Ho - Events Sales Manager Shangri-La's Far Eastern Plaza Hotel E-mail: teresa.ho@shangri-la.com Fax : 886 2 2376 3277 Tel : 886 2 2378 8888 ext 5022	From : _____ Company: _____ Email: _____ Fax : _____ Tel : _____
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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"/> Superior Single Room @ NT\$6,809+10%+5%	<input type="checkbox"/> Superior Double Room @ NT\$7,409+10%+5%
	* The above rates inclusive in room complimentary broadband access * The above rates inclusive of one American Buffet Breakfast for single occupancy at 6F Café at Far Eastern * The above rates inclusive of two American Buffet Breakfasts for double occupancy at 6F Café at Far Eastern	
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	_____		
** In accordance to government regulations, smoking is prohibited throughout the hotel since Jan. 11, 2009. ** All rooms provided is non-smoking rooms.			

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 equivalent to one room night's charge.		
Credit Card	_____ <small>Credit Card Type / Number</small>	_____ <small>Expiry Date</small>
Card Holder's Name	_____	

Remarks:

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Hotel Confirmation

Room Rate	Confirmation Number	Confirmed by	Date
_____	_____	_____	_____

- 1) Airport transfers is available upon request at NT\$2,400 per car per trip (BMW 740).
- 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 at 12:00 noon. Check-in require prior to 12:00 noon 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 16:00 will be charge at 50% of the room rate and full rate will be apply for late check-out beyond 16:00
- 4) All Rates are quoted in NT\$ and are subject to 10% service charge & 5% local tax
- 5) Kindly send in your reservation form by **October 20, 2011**. After this date, rooms are subject to availability