

台北馥華商旅南港館TAIPEI FORWARD HOTEL-NANGANG BRANCH

「Glyco26」Taiwan 國際會議 2023/8/24~2023/9/3

訂房單 Reservation

公司名稱 Company Name		訂房序號 Reservation No.	
住客姓名 Guest Name	1	訂房者 Contact Name	
	2	聯絡電話 Contact Number	
	3	傳真號碼 Fax Number	
	4	付款方式 Payment	<input checked="" type="checkbox"/> 客人自付 Pay by Guest <input type="checkbox"/> 公司付款 Pay by Company
E-MAIL			

【訂房資料 Room Reservation】

入住日期 Check-in Date		退房日期 Check-out Date	
房間型態 Room Type	客房間數 No. of room	每晚房價 Room Rate	房間型態 Room Type
Business Room(Double)		NT\$3,000	Forward Suite(Double)
Elite Room(Double)		NT\$3,200	Forward Suite(Single beds*2)
Elite Room(Single beds*2)		NT\$3,200	

【接送機服務 Airport Shuttle Service】

接機日期 Pick-up Date		班機號碼 Flight No.	抵達時間 Arrival Time
送機日期 Drop-off Date		班機號碼 Flight No.	起飛時間 Departure Time

【信用卡保證訂房 Credit Card Guaranteed】

<input type="checkbox"/> Amex <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> JCB			
信用卡卡號 Credit Card No.		信用卡到期日 Expiry Date	
持卡人 Card Holder's Name		簽名 Signature	

【注意事項 Notes】

1房價皆包含10%服務費，5%稅金，每日早餐及客房網路使用。Rates include 10% service, 5% tax, daily breakfast. and internet access.

2入住時間下午15:00，退房時間為11:00，房間保留時間至住房當日晚間18:00整，若需延後請特別註明。

*Check-in time is from 15:00 & check-out until 11:00. The room will be kept until 18:00 on the check-in date unless any previous requests.

3. 1-3人接機費單趟NT\$1,600/4-6接機費單趟NT\$1850。接機位於第一航廈時，服務人員會在出口處等候；位於第二航廈時則在出口右側。接機牌會寫上住客姓名與航班，現場未見接機人員請與飯店聯絡02-2785-2655。如需取消接機服務，請於航班時間前3小時告知，怠於通知者依價收費。
 Airport pick-up service & Airport drop-off service at all times is NT\$1600 for 1-3 persons., Airport pick-up service & Airport drop-off service at all times is NT\$1850 for 4-6 persons.** Airport shuttle service cancellation policy** Any cancellation needs to be made at least 2 hours before the landing time; otherwise a cancellation fee would be charged to the guest or the company.*Terminal 1 - meet the driver in the front of the exit. *Terminal 2 meet the driver on the right side of the exit.**The hotel's driver will show the placard with the guest name and flight number.**Please call 02-66156788 if the guest does not see the hotel's driver.