

Special Group Code 特别团队代码: _____

Reservation 订房

Amendment 更改

Cancellation 取消

Conf No 确认号码: _____

Guest Name

客人姓名: _____

Membership Type/No. _____ Company _____

会员类型/会员号: _____ 公司名: _____

Arrival Date (Y/M/D) _____ Departure Date(Y/M/D) _____

到店日期(年/月/日): _____ 离店日期(年/月/日): _____

Previous Arrival Date (Y/M/D) _____ Previous Departure Date(Y/M/D) _____

原到店日期(年/月/日): _____ 原离店日期(年/月/日): _____

Arrival Time _____ Flight No. _____ Pick up _____ Car Type _____ Expenses _____

到达时间: _____ 航班/车次: _____ 需否接车: _____ 车型: _____ 费用: _____

Departure Time _____ Flight No. _____ Drop off _____ Car Type _____ Expenses _____

离开时间: _____ 航班/车次: _____ 需否送车: _____ 车型: _____ 费用: _____

ROOM TYPE/PAX 房型/人数	Smoking 吸烟 <input type="checkbox"/>	Non-smoking 非吸烟 <input type="checkbox"/>
Room Type 房型	No. of RMS 房间数	Total Pax 总人数
Superior Room (King) 高级大床房		
Superior Room (Twin) 高级双床房		
Deluxe Room (King) 豪华大床房		
Deluxe Room (Twin) 豪华双床房		
Club Suite 行政套房		

房价: _____

Special Request _____

特殊要求: _____

Credit Card Details _____

信用卡资料: _____

Special Instructions _____

特殊事宜: _____

Payment Method _____

支付方式: _____

Reserved by _____ Phone _____ Fax _____ Email _____

预订人: _____ 电话: _____ 传真: _____ 电邮: _____

Date _____ Reservation Clerk _____ Approved by _____

日期: _____ 预订员: _____ 批准人: _____