



中国广州市从云路  
Tel : (86-20)3664 0989

展览地点 : Poly World Trade Center Expo  
预订最后截止日: 2015年10月20日 RSVN DEADLINE : Oct 20<sup>th</sup> 2015

## 快速订房表 Express Reservation Request Form

**Reservation Date : 2015年10月21日-10月26日**

TO/致 : Mr.Zhong , Wencong- Hotel Manager 酒店经理 钟文聪先生  
E-MAIL:127249842@qq.com 电话/Tel: (86-20) 3664 0989 订房传真/Fax: (86-20) 3664 0721

From/由: \_\_\_\_\_ Company/公司: \_\_\_\_\_ Tel/电话: \_\_\_\_\_  
Fax/传真: \_\_\_\_\_ Email: \_\_\_\_\_ Date/日期: \_\_\_\_\_

	Booking 1/订房一	Booking 2/订房二	Booking 3/订房三
Arrival Date/到达日期 :	_____	_____	_____
Departure Date/离开日期 :	_____	_____	_____
Name/姓名 :	_____	_____	_____
Type of Room/房间类型 :	_____	_____	_____

Room Rate/房价:

**Superior Twin Bed Room/高级双床房 (1-2 Breakfast) RMB 350/net/room**

**Deluxe King Bed Room/豪华大床房 (1-2 Breakfast) RMB 430/net/room**

### Credit Card Information

信用卡详细资料 \_\_\_\_\_

### Credit Card Type

信用卡种类:  Visa  Master  JCB  Diners  Amex  Other

### Credit Card No.

信用卡卡号 \_\_\_\_\_

### Expiry Date.

有效期 \_\_\_\_\_

### Card Holder's Name

持卡人姓名 \_\_\_\_\_

- Note 1) Guests must guarantee the reservation with credit card or pre-payment. For non-guaranteed reservations will be cancelled by 18:00. Please show your reservation form before check-in.
- 2) Normal check-in time is at 2:00pm. For the guaranteed reservation, any cancellation must be informed 7 days before arrival or in the event of no-show, one night room charge will be billed under any circumstances and the above reservations will not be held on the second day.
- 3) Any request for extension shall be subject to the Hotel's discretion and room availability.
- 4) All charges in guest account folio is shown in RMB.
- 5) All guest rooms are solely for accommodation only and not for any other purposes. If deemed not appropriate, the Hotel Management reserves the right to deny registration or request immediate check-out of the rooms.
- 1) 所有预定需要信用卡保证或汇一晚房费作订金致酒店, 否则所预订房间仅预留致当日 18:00。请于入住前出示该订房表。
- 2) 正常入住时间为下午 2:00。客人如需取消订房, 必须于入住前七天书面通知酒店, 如客人未能于预订日入住酒店, 酒店将收取第一晚的房费并不将其订房延期致第二晚
- 3) 如客人要求续住, 需视酒店当天实际的入住率而定。
- 4) 客人在酒店所作的消费, 均以人民币报价。
- 5) 所有房间仅供客人作客房使用, 如客人擅自把房间作其他用途, 酒店当局有权取消其订房并立即要求客人离店。

I (We) confirmed acceptance of the above booking and have read all the terms and conditions: (Signature) \_\_\_\_\_  
我(我们)接受上述订房及所需执行的条款: (签名) \_\_\_\_\_

广州保利山庄开户银行帐户资料如下:  
收款人 Account Name: 保利酒店管理有限公司  
人民币帐号 Account Number: 2538 0031 1829

开户银行: 广州银行黄石路支行