



Accommodation Reservation Request Form

<input type="checkbox"/> New Reservation		<input type="checkbox"/> Amendment		<input type="checkbox"/> Date of Cancellation, by _____	
Reservation No :			E-mail:		
Guest Name				Contact TEL	
Contact Person				Fax No	
Arrival Date		Pick-up To Hotel	<input type="checkbox"/> Limo NT\$ _____ (one way) Flight No. _____, Arrival Time : ____:____		
Departure Date		Pick-up to Airport	<input type="checkbox"/> Limo NT\$ _____ (one way) Flight No. _____, Arrival Time : ____:____		
	Room Type	Bed Type	No. of Rooms	Special Rate Per room	Remarks
1	Superior Room-Single	King		NT\$3,520net/night	1 Breakfast Included
2	Superior Room-Single	King		NT\$3,850net/night	2 Breakfasts Included
3	Deluxe Room-Single	King		NT\$4,180net/night	1 Breakfast Included
4	Deluxe Room-Twin or Double	Twin or Double		NT\$4,510net/night	2 Breakfasts Included
5	Deluxe Family Room	Medium-sized bed(145*210cm)		NT\$6,400net/night	4 Breakfasts Included
6	Business Room-Single	King		NT\$5,500net/night	1 Breakfast Included
<p>◎All special rates are inclusive of 5% tax and 10% service charge. ◎1 Breakfast additional is NT\$330 (only for room guest) ◎Check in time 15:00pm. Check out time 12:00 at noon. ◎Extra bed charges are NT\$1,000 for each. (Includes one breakfast and bath products) ◎Free use 7F Fitness Centre: GYM, Sauna and Swimming Pool. Open time: 06:00~23:00</p>					
		<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card Total: _____ (NT\$ _____ × ___Rooms × ___Nights = NT\$ _____ + Limo NT\$ _____)			
Credit Card Type	<input type="checkbox"/> VISA <input type="checkbox"/> MASTER <input type="checkbox"/> American Express <input type="checkbox"/> JCB <input type="checkbox"/> 銀聯卡 <input type="checkbox"/> Others _____			Name of Card Holder	
Credit Card No.	_____ - _____ - _____ - _____			Valid Dates	
Card Holder Signature					

Please return the completed reservation form via e-mail windsorrsvn@windsortaiwan.com or Fax: 886-4-2462-1966

**Any cancellation received within 3 days prior to arrival date will incur the first night charge. Failure to arrive at your hotel will be treated as a No-Show and will incur the first night charge (Hotel policy).

Accepted By Hotel Clark		Accepted Booking Date	
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