



<input type="checkbox"/> 新訂房 New Reservation	<input type="checkbox"/> 修改 Amendment	<input type="checkbox"/> 取消 Date of Cancellation, by _____	
訂房代號 Reservation No :		E-mail:	
房客姓名 Guest Name		聯絡電話 Contact TEL	
聯絡人 Contact Person		傳真 Fax No	
抵達日期 Arrival Date		接機 Pick-up To Hotel	<input type="checkbox"/> Limo NT\$_____ (one way) Flight No. _____, Arrival Time:__:__
離開日期 Departure Date		送機 Pick-up to Airport	<input type="checkbox"/> Limo NT\$_____ (one way) Flight No. _____, Arrival Time:__:__

	房型 Room Type	床型 Bed Type	間數 No. of Rooms	優惠價/晚 Special Rate Per room	備註 Remarks
1.	雅緻單人客房 Superior Room-Single	一大床 King		NT\$3,410net/night	含一早 1 Breakfast Included
2.	雅緻雙人客房 Superior Room-Double	一大床 King		NT\$3,740net/night	含兩早 2 Breakfasts Included
3.	豪華單人客房 Deluxe Room- Single	一大床 King		NT\$4,070net/night	含一早 1 Breakfast Included
4.	豪華雙人客房 Deluxe Room- Twin	兩小床 Twin		NT\$4,400net/night	含兩早 2 Breakfasts Included
5.	商務單人客房 Business Room-Single	一大床 King		NT\$5,390net/night	含一早 1 Breakfast Included

-此訂房單之房間價格，已含稅及服務費。
Special rates are inclusive of 5% tax and 10% service charge.
-單人房含一早，雙人房含兩早；如要增加早餐，每人 NT\$380NET。
One breakfast for single room; two breakfasts for dual room. (Additional breakfast is NT\$380 net)
-如需加床(限豪華客房以上房型)每張收費 NT\$1,000 NET (含一客早餐及備品)。
Extra bed charges are NT\$1,000 for each. (Includes one breakfast and bath products)
-入住時間為下午三點，退房時間為中午十二點
Check in time 15:00pm. Check out time 12:00 at noon.
-房客免費使用七樓健身房，三溫暖及游泳池；開放時間為 06:00~23:00
Free use 7F Fitness Centre: GYM, Sauna and Swimming Pool. Open time: 06:00~23:00

付款方式 Billing Instructions	<input type="checkbox"/> 現金 Cash <input type="checkbox"/> 刷卡 Credit Card Total: _____ (NT\$ _____ * ___ Rooms * ___ Nights = NT\$ _____ + Limo NT\$ _____)		
Credit Card Type 卡別	<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"/> 其它 Others _____	Name of Card Holder 持卡人	
Credit Card No. 卡號	_____ - _____ - _____ - _____	Valid Dates 有效日期	
Card Holder Signature 持卡人簽名			

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

Accepted By Hotel Clark		Accepted Booking Date	
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