



Attention to: \_\_\_\_\_

Booked by: \_\_\_\_\_

Date: \_\_\_\_\_

Guest Name: \_\_\_\_\_

Sharer name: \_\_\_\_\_

Duration: (MM/DD/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_ ~ \_\_\_\_/\_\_\_\_/\_\_\_\_

Room type: \_\_\_\_\_

Remarks:

Airport transportation service NTD1200

Arrival Time: \_\_\_\_\_

Hotel pickup service NTD1200

Departure Time: \_\_\_\_\_

**Payment authorization /Guarantee**

Payment※ Credit card no.

Expiry date:

Card holder name(print):

Signature:

Telephone:

Your signature must be same as your credit card, please copy two sides of your credit card and fax to our office. Please fill in your credit card information clearly, we will not accept your payment authorization form otherwise.

The normal check-in time is 15:00, check-out time is 12:00 noon.

■ **Cancellation Policy**

A. 30% of full charge penalty will be applied if cancel 7 days prior to arrival.

B. 50% of full charge penalty will be applied if cancel 3 days prior to arrival.

C. 100% of full charge penalty will be applied if cancel 1 day prior to arrival.

All policies are based on Taipei local time.