

日期 Date

订房通知 Booking Request For attending Shekou International School AMIS Festival Oct. 12-16, 2011

致 市場銷售部房小姐 Tel: (0755)-26689968 extension 3501
To : Ms. Fang , Sales & Marketing Dept.
明華國際會議中心
Ming Wah International Convention Centre

由 From : _____ of _____
圖文傳真 0755-26679615 頁數 _____ 包括本頁
Fax No. No. of Page(s) : _____ (including this page)

Tel./Cell phone No. _____ Email address: _____

以下是訂房事宜，請通過電子郵件或傳真的方式確認訂房：
Below is the reservation information, Please email /fax to confirm:

客人姓名 Name(s)	房間數量/類型 No. of rooms/ category	入住日期 及抵達時間 Check-in & Arrival time	退房日期 Check-out	(每間/每晚計算) (per room/night) 房 價 Room Rate(s)
	Twin bed room	April		RMB 450
	Single bed room	April		RMB 450

Remarks 備註: **為應公安局要求，煩請提醒客人攜帶有效身份證件入住！謝謝合作！**
Please check in with your ID/passport. Thanks for your cooperation!

以上房價已包括 10%服務費和早餐。
The above room rates are inclusive of 10% service charge.& breakfast

付款方式：公司簽單掛賬 客人自付 其他
Terms of payment : on company account Guests own account Others _____

Note:
所有訂房將保留至當天下午六時正，預先由公司或以信用咭保證入住除外。
All reservation will be held until 6:00 p.m. on day unless reservation was guarantee by company letter, fax or credit card.

多謝 閣下/ 貴司的支持，如有任何查詢或協助，歡迎致電/傳真與本部聯絡。
Thank you for your interest in our hotel. Should you be in need of any further assistance, please do not hesitate to contact us.