



<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(平日) Special Rate (Weekday per room)	備註 Remarks
1.	雅緻單人客房 Superior Room-Single	一大床 King		NT\$3,850net/night	含一早 1 Breakfast Included
2.	雅緻雙人客房 Superior Room- Double	一大床 King		NT\$4,180net/night	含兩早 2 Breakfast Included
3.	豪華單人客房 Deluxe Room- Single	一大床 King		NT\$4,510net/night	含一早 1 Breakfast Included
4.	豪華雙人客房 Deluxe Room- Twin	兩小床 Twin		NT\$4,840net/night	含兩早 2 Breakfasts Included
5.	商務單人客房 Business Room-Single	一大床 King		NT\$5,830net/night	含一早 1 Breakfast Included

-此訂房單為平日入住之價格，如需預訂週六每房需另加價\$500net  
**Required additional NT\$500 per room for weekend.**  
 -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\$400NET。  
 One breakfast for single room; two breakfasts for dual room. (Additional breakfast is NT\$400 net)  
 -豪華客房加一張活動床每晚 NT\$1,200net；商務客房加一張沙發床每晚 NT\$1,500net (含一客早餐及備品)。  
 Extra bed charges are NT\$1,200 for each Deluxe King；Sofa bed charges are NT\$1,500 for Business. (Includes one breakfast and bath products) Terms and Conditions  
 -入住時間為下午四點，退房時間為中午十一點  
 Check in time 16:00pm. Check out time 11:00 at noon.

付款方式 Billing Instructions	<input type="checkbox"/> 現金 Cash <input type="checkbox"/> 刷卡 Credit Card	<b>Total:</b> _____
	(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](mailto:windsorrsvn@windsortaiwan.com) or  
 Fax: 886-4-2462-1966

Accepted By Hotel Clark		Accepted Booking Date	
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