



To 致 Reservation Department  
 From 由 \_\_\_\_\_  
 Company 公司 \_\_\_\_\_  
 Fax No. 传真号码 \_\_\_\_\_ Email (Important) \_\_\_\_\_  
 Tel No. 电话号码 \_\_\_\_\_ Date \_\_\_\_\_  
 Subject 主题 ChinaBio® Partner Form 2009 Room Reservation 预订确认

**Thank you for your support to the Howard Johnson Hotel. We are pleased to confirm your reservations as follows:**

感谢您对本酒店的支持，现确认订房如下：

Guest Name 宾客姓名 \_\_\_\_\_ Contact 联系人 \_\_\_\_\_  
 Confirmation No. 预订确认号 \_\_\_\_\_  
 Arrival Date 入住日期 \_\_\_\_\_ Arrival Flight/Time 抵达航班/抵达时间 \_\_\_\_\_  
 Departure Date 离店日期 \_\_\_\_\_ Departure Flight/time 离开航班/离店时间 \_\_\_\_\_

Room Type / Room Rate (RMB per room per night)

客房类型 / 房价 (RMB / 间、夜)

豪华大床房 Deluxe Room (One King Sized Bed)	豪华双人房 Deluxe Room (Two Double Beds)	豪华套房 Deluxe Suite	铂尊套房 Prestige Suite
RMB 430	RMB 430	RMB 750	RMB 800

Special Request

特殊要求 \_\_\_\_\_

Payment

付款方式

- All charge on Guest's own account. 所有费用由客人自理。
- All charge on Company's account. 所有费用由公司支付。
- Room charges on Company's account, Incidentals on Guest's account.  
房费由公司支付，其余费用由客人自理。

\*All Reservation will be held till 6:00PM and subject to automatic release unless guaranteed by guest's credit card. Cancellation of the reservation should be made 24hours before the check-in time, otherwise one night room rate will be charged.

所有预订保留至当晚6点，如无法在6点前到达，请您用信用卡做担保预订。如果您需要取消预定请提前24小时知将不会收取任何费用，否则将收取当晚房费。

Card Type 信用卡种类 \_\_\_\_\_ Card No. 信用卡号 \_\_\_\_\_

Expiry Date 有效期 \_\_\_\_\_ Card Holder 持卡人 \_\_\_\_\_

Airport Transfer 接机服务:

Please advise us if you will require the hotel to arrange airport transportation 如果您需要接机服务，请填写以下信息:

One way transportation costs are as follows

Car type	Hongqiao Airport	Pudong Int'l Airport
Audi (max 4 pax)	<input type="checkbox"/> RMB 600.00	<input type="checkbox"/> RMB 600.00
Benz Van (max 10 pax)	<input type="checkbox"/> RMB 800.00	<input type="checkbox"/> RMB 800.00

**We look forward to welcoming the guests to the Howard Johnson Hotel.**

我们恭候贵宾光临上海展讯豪生酒店。

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