



<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/電子郵件 Fax No/Email			
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) (Weekday Rate/room)	備註 Remarks
1.	雅緻單人客房 Superior Room-Single	一大床 King		NT\$3,900net/night	含一早 1 Breakfast Included
2.	雅緻雙人客房 Superior Room- Double	一大床 King		NT\$4,400net/night	含兩早 2 Breakfast Included
3.	豪華單人客房 Deluxe Room- Single	一大床 King		NT\$4,450net/night	含一早 1 Breakfast Included
4.	豪華雙人客房 Deluxe Room- Twin	兩小床 Twin		NT\$4,950net/night	含兩早 2 Breakfasts Included

-此訂房單為平日入住之價格，如需預訂 10/25 週六每房需另加價\$1,000net
Required additional charges NT\$1,000 for on Saturday.

-此訂房單之房間價格，已含稅及服務費。
Special rates are inclusive of 5% tax and 15.5% service charge.

-單人房含一早，雙人房含兩早；如要增加早餐，每人 NT\$680NET。
One breakfast for single room; two breakfasts for dual room. (Additional breakfast is NT\$680 net)

-豪華客房加一張活動床每晚 NT\$1,200net (含一客早餐)。
Extra bed charges are NT\$1,200 for Deluxe King (Includes one breakfast)

-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.

-任何取消將依觀光局定型化契約，入住前 14 天內取消將按比例酌收費用。
Any cancellation must make 14 days prior check in date. In case of cancellation within 14 days or no-show on check in date, it will have penalty charges according to the Taiwan Tourism Bureau's adhesion contract.

-為配合政府環保政策，客房將不提供「一次性備品」及瓶裝水，入住期間若有需求歡迎至櫃台購買。
In an effort to promote sustainability, Hotel will no longer provide single-use packaged toiletries such us personal care items and bottled water in guest rooms. Toiletries are available for purchasing at Front Desk if need.

-辦理入住時，需出示學會會員證或相關活動證明文件，方可享有專案優惠價格。
Please show your member number or event invitation letter of 【ISEM】 to have the special rate.

-房型將依酒店實際房況提供。
Request room type will depend on hotel availability.

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		Name of Card Holder 持卡人	
	<input type="checkbox"/> 銀聯卡 <input type="checkbox"/> 其它 Others _____			
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
Reservation Line: 886-4-2465-6555 Fax: 886-4-2462-1966

Accepted By Hotel Clark		Accepted Booking Date	
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