



**Sheraton  
Grand**  
TAIPEI HOTEL  
台北喜來登大飯店

## Reservation Form for e-Learning Forum Asia 2018

National Taipei University of Business (NTUB)

23<sup>rd</sup> to 25<sup>th</sup> May, 2018

To: Sheraton Grand Taipei Hotel

Ms. Una Wu / Ms. Debbie Chan

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New Booking  Amendment  Cancellation  Repeat Guest Date: / /

### A. Delegate's Details (Please TYPE or PRINT Clearly in CAPITAL LETTERS)

Salutation:  Mr.  Mrs.  Ms.  Dr.  Prof.

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Nationality: \_\_\_\_\_ Birthday (mm/dd/yy): \_\_\_\_\_

Arrival Date (mm/dd): \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Flight No.: \_\_\_\_\_

Departure Date (mm/dd): \_\_\_\_\_ Departure Time: \_\_\_\_\_ Flight No.: \_\_\_\_\_

### B. Room Type / Room Rate

Deluxe King or Deluxe Twin  NT\$ 6,000 for one daily breakfast  NT\$ 6,500 for two daily breakfasts

\* Above rates are subject to 10% service charge and 5.5% VAT

\* Complimentary In-room Internet.

\* Complimentary newspaper, welcome fruit and use of gym.

\* Official check in time is at 15:00 and checkout time is at 12:00 hours. Early check in / Late checkout is subject to additional charge.

\* The Hotel will send a written confirmation upon receipt of the completed form.

### C. Airport Transportation

Arrival Airport Transfer  Yes (Share car with \_\_\_\_\_)  No

Departure Airport Transfer  Yes (Share car with \_\_\_\_\_)  No

\*Limousine service charges NT\$2,800net per car per trip, Mercedes-Benz S350, maximum 3 people per car.

\*Limousine service must be guaranteed by credit card and changes to arrival time notified at least 3 hours in advance to avoid a "No Show" charge.

### D. Payment Details

Credit Card:  VISA  MasterCard  American Express  JCB

Card No: \_\_\_\_\_ Expiry Date: (MM/YY)\_\_\_\_\_/\_\_\_\_\_

Card Holder Name (printed): \_\_\_\_\_ Security Code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

\*No reservation will be accepted without credit card details. In case of no-show on the arrival date or cancellation within 72 hours of the arrival date, one night deposit will be charged.

- Please return this form by the deadline date of **May 2<sup>nd</sup>, 2018**. Cancellations received within 3 days of arrival or in the event of NO-SHOW, one night's room rent will be charged as penalty.
- We look forward to serving you in the near future and please do not hesitate to contact us if you have any inquiries.