

**Reservation/Confirmation 预订确认**   **Confirmation No确认号: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Deadline for reservation 预订截止：Oct. 16th, 2017**

公司名称/Company: 北京艾雷管理咨询有限公司

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| \* Gender:性别 XX | \* Surname:姓 XX | \* First Name:名 XX | \* Mobile number:联系电话 XXXXXXXXX |
| \* Date of Arrival:到店日期 XXX月XXX日 | \* Date of Departure: 离店日期 XXX月XXX日 | \* Nationality:国籍 中国 |
|  | \* Twin Room (Y/N) | Room Rate: CNY 1000 per night价格:1000人民币/间夜 |
| Roommate:合住人 XXXX  |
| Arrival Time到店时间 | XXX | Flights Details航班号 待定XXX |
| 付款方式Payment: 客人自付Guest(s) A/C  | 付款备注Payment Remark: |
| \* **信用卡/卡号Yes: By Credit Card No: XXXXXXXXXXXXXX**  **有效期：Valid Date XXXXX** | **自付** |
| 备注Notices: * Please fill in the items marked \*.

标 \* 为必填项目* Above room type is Garden Wing Superior Room. Above room rate is inclusive daily breakfast and 10% service charge.

以上房间类型为景阁高级客房，以上房间价格已包含早餐和10%的服务费* Above room rate is inclusive to 6% percent Value Added Tax.

以上房间价格单独收取6%的增值税* Bookings will be released if not guaranteed. The AMEX, Visa, Master, Diners Club and JCB card can be accepted for guarantee.

除非信用卡担保, 否则预订将不予保留. 酒店接受美国运通卡/维萨卡/万事达卡/大来卡/日本JCB卡* Please email your Reservation Letter to:  April.Xie@shangri-la.com before 16th Oct, otherwise your room will be canceled.

请您务必于**2017年10月16日**前将填写好的预定函发邮件至April.Xie@shangri-la.com，逾期您的房间将无法保障* Cancelation Policy: no cancelation fee charged before 16th Oct, Total room rate will be charged after Oct. 16th.

取消条款：10月16日前取消不收取费用，10月16日后取消收取全部房间费用* If any questions about the reservation, please contact the hotel sales: April Xie, April.Xie@shangri-la.com, (86) 15810400769
* 如果在预定过程中有任何问题，请随时联系酒店销售：谢彤，April.Xie@shangri-la.com, (86) 15810400769
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