



**表格 10 酒店订房表 FORM 10 Hotel Reservation Form**

请传回酒店订房部

日期

Please fax to your choice of Hotel: \_\_\_\_\_ Date: \_\_\_\_\_

预订 Reservation       修改 Amendment       取消 Cancellation

订房资料 Reservation Details	订房 Booking 1	订房 Booking 2	订房 Booking 3
宾客姓名 1 Guest Name:			
宾客姓名 2 Guest Name:			
到达日期 Arrival Date:			
离开日期 Departure Date:			
房间种类 Type of Room:			
晚数 No. of Night:			
付款方式 Method of Payment: _____		订房者 Booked By: _____	
公司名称 Company Name: _____			
地址 Address: _____			
电话 Tel. No.: _____		传真 Fax No.: _____	
特别要求 Special Request: _____			

**信用咭订房资料 Credit Card Guarantee Information**

持咭者姓名  
Name of Card Holder: \_\_\_\_\_

信用咭类别  
Type of Credit Card: \_\_\_\_\_

信用咭到期日  
Expiry Date: \_\_\_\_\_

信用咭号码  
Credit Card Number: \_\_\_\_\_

持咭者签名  
Signature: \_\_\_\_\_

<Hotel Confirmation 酒店回复确认>

房间价格  
Room Rate: \_\_\_\_\_

经手人  
Confirmed By: \_\_\_\_\_

备注  
Special Remark: \_\_\_\_\_

日期  
Date: \_\_\_\_\_