

<input type="checkbox"/> 新訂 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 Fax No			
抵達日期 Arrival Date		離開日期 Departure Date			
房型 Room Type	床型 Bed Size	平日優惠 Sun ~ Fri	假日優惠 Sat	數量 Qty	備註 Remark
精緻客房 Superior Studio	一中床 Queen Size Bed	\$ 1,700	\$ 2,400		含 1 早 1 Breakfast Included
精緻客房 Superior Studio	一中床 Queen Size Bed	\$ 1,900	\$ 2,500		含 2 早 2 Breakfast Included
商務客房 Deluxe Single	一大床 King Size Bed	\$ 2,000	\$ 2,600		含 2 早 2 Breakfast Included
精緻雙人房 Superior Twins	兩小床 Two Single Beds	\$ 2,000	\$ 2,600		含 2 早 2 Breakfast Included
精緻三人房 Superior Triple	三小床 Three Single Beds	\$ 3,000	\$ 3,600		含 3 早 3 Breakfast Included

Cancellation and no-show policy

- If you cancel a reservation at check-in day, the cancelling charge will be 100% of prepaid amount of your booking.
- If you cancel a reservation within 1 days before check-in day, the cancelling charge will be 80% of prepaid amount of your booking.
- If you cancel a reservation within 2-6 days before check-in day, the cancelling charge will be 60% of prepaid amount of your booking.
- If you cancel a reservation within 7-13 days before check-in day, the cancelling charge will be 30% of prepaid amount of your booking.
- If you cancel a reservation within 14 days (including 14) from check-in day, the cancelling charge will be 0% of prepaid amount of your booking.

持卡人姓名 Name of Card Holder	(請填寫中文正楷)	使用國民旅遊卡	<input type="checkbox"/> 是	<input type="checkbox"/> 否
持卡人簽名 Card Holder Signature	(請與信用卡簽署字樣同)	行動電話 Mobile.		
身份證字號 ID No.	卡片背面末三碼 Security Code/CSV			
發卡銀行 Bank Name	信用卡別 Card Type	<input type="checkbox"/> VISA <input type="checkbox"/> MASTER <input type="checkbox"/> JCB <input type="checkbox"/> AE		
信用卡號 Credit Card No.				
信用卡有效期限 Expiration Date	MM	YY	Accepted By Hotel Clark	Accepted Booking Date

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