

<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
火星客房 Mars	一大床 King Size Bed	\$ 2,420	\$ 3,800		含 1 早 / 1 Breakfast Included
		\$ 3,000	\$ 3,800		含 2 早 / 2 Breakfast Included
土星客房 Saturn	二中床 Two Queen Size Bed	\$ 3,000	\$ 4,000		含 2 早 / 2 Breakfast Included
木星客房 Jupiter	兩大床 Two King Size Bed	\$ 4,820	\$ 5,320		含 4 早 / 4 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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業務聯絡人：曾憶如/elaine