

浦东香格里拉大酒店客房预订表格 Pudong Shangri-La Hotel Reservation Form

请把表格传真或电邮至预订部 Please email or fax back to the Pudong Shangri-La Shanghai and attention to :
Group Reservations (groupreservations.slpu@shangri-la.com)

Please fill in this form in English or Chinese in writing
(请用中英文正楷填写)

<input type="checkbox"/> 博士 Dr	<input type="checkbox"/> 先生 Mr	<input type="checkbox"/> 女士 Ms	名 First Name _____	姓 Family Name _____
公司 Company _____				
职务 Title _____	电邮 Email _____			
电话 Tel _____	传真 Fax _____			
地址 Address _____				
国家 Country _____				

抵达及退房 Arrival and Departure Info

抵达日期 Check in date _____	航班 Flight _____	抵达时间 ETA _____
退房日期 Check out date _____	航班 Flight _____	退房时间 ETD _____

客房预订 Room Reservation

客房类型 Room Preference _____	<input type="checkbox"/> 吸烟房 Smoking	<input type="checkbox"/> 非吸烟房 Non-Smoking
一座 浦江楼 / Tower 1: River Wing	单人入住 Single Occupancy	双人入住 Double Occupancy
豪华浦江房 Deluxe River	<input type="checkbox"/> RMB1,900.00	<input type="checkbox"/> RMB2,100.00

以上房价需另加收 15% 服务费。房间分配视酒店客房出租情况并以先订先得原则安排。

Above room rates are subject to 15% surcharge. Room assignment will be subject to first come first served basis & subject to availability.

机场接送服务 Airport Transfer

服务要求 Transfer Required	<input type="checkbox"/> 接机服务 Arrival Pick up	<input type="checkbox"/> 送机服务 Departure Transfer
别克 3.0 Buick 3.0 (4 seats)	<input type="checkbox"/> 虹桥机场 Hong Qiao Airport @RMB400	<input type="checkbox"/> 浦东国际机场 Pudong Airport @RMB620
奔驰 S320 Mercedes Benz S320	<input type="checkbox"/> 虹桥机场 Hong Qiao Airport @RMB750	<input type="checkbox"/> 浦东国际机场 Pudong Airport @RMB1100

单程价, 最多 3 人. 机场接送服务需提供航班资料 One-way rate per car @3 persons max. Airport transfer may only be confirmed with flight details.

护照资料 Passport Details

护照号 Passport No _____	签证号 VISA No _____
签发日期及有效期 Date of Issue & Validity _____	签发地点 Place of Issue _____

信用卡资料 Credit Card Details

信用卡号 Credit Card No. _____	有效期 Expired Date _____
<input type="checkbox"/> VISA <input type="checkbox"/> Master Card	授权签字 Authorized Signature _____

仅供酒店使用 Hotel Use Only

预订确认 Reservation confirmed by _____	预订确认号 Reservation No. _____
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请将预订单于 **2009 年 01 月 23 日** 前电邮至浦东香格里拉大酒店 groupreservations.slpu@shangri-la.com 或传真至 **+86 21 6882-0160**。此日期后预订将根据酒店客房出租情况而定。如通过旅行社预订将无法保证享受以上特别优惠价格。预订但最终未抵达的客人, 酒店将有权收取以上信用卡原预订间夜数之房费。酒店预订部将传真此预订单以确认预订。酒店入住时间为下午 2 点, 离店时间为中午 12 点。到 2009 年 01 月 23 日之后取消的预订将被收取相当于原所有预订夜数之房费。在客房预订时请务必提供信用卡资料, 否则您预订的客房将不作确认保留。

Reservations should be made directly with Pudong Shangri-La Shanghai by returning this form via email to groupreservations.slpu@shangri-la.com or fax to **+86 21 6882-0160** on or before **23 January 2009**. Any reservation request after this date will be subject to room availability basis. Special conference rate has been arranged for all participants; in order to avail of this rate, please do not course your reservation thru a travel agent. The above credit card number will serve to guarantee the room reservation and authorize Pudong Shangri-La to charge. In case of no-show, a full duration cancellation charge will apply. Our Reservation Department will be re-sending the same form thru fax as an acknowledgment and confirmation of the room reservation. Hotel rooms are available for guest check-in after 2.00pm, and check-out time is 12.00noon. Bookings cancelled after 23 January 2009 would be charged a full duration of reservation. No booking would be confirmed without credit card information.

如有疑问请致电 For any questions on room reservations, please contact:

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