



Shanghai JC Mandarin  
上海錦江文華大酒店

### Room Reservation Form

Reservation Date: \_\_\_\_\_ Reservation No: \_\_\_\_\_

New Reservation       Amendment       Cancellation       Waiting List

Name of Guest(s): \_\_\_\_\_

Company/Agent Name: \_\_\_\_\_

No. of Room(s):     1     2     3     4     Others: \_\_\_\_\_

Stay period: \_\_\_\_\_ Flight: \_\_\_\_\_ ETA: \_\_\_\_\_

\_\_\_\_\_ Flight: \_\_\_\_\_ ETD: \_\_\_\_\_

Daily Room Rate: \_\_\_\_\_

RMB       USD       + 15% Surcharge       Nett Rate

With Breakfast       One       Two       Without Breakfast

Room Type:       Deluxe       Grand       Meritus Club

Meritus Deluxe       Meritus Grand       Regency Suite       President Suite

Special Request(S): \_\_\_\_\_

Smoking Room       Non-Smoking Room       King Bed       Twin Bed

Transportation:       Airport Pick Up       Hotel Send Off       Round Trip

Guarantee: Credit Card No. \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Payment Method:

All charges on guest own account       Room Rate bill to company/agent

Room Rate + Breakfast bill to company/agent       All charges bill to company/agent

Others: \_\_\_\_\_

Remarks/Special Service: \_\_\_\_\_

Caller's Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Reservation Taken By: \_\_\_\_\_