



<input type="checkbox"/> 新訂房 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

No.	房型 Room Type	床型 Bed Type	間數 No. of Rooms	優惠價/晚 Special Rate	備註 Remarks
1.	雅緻客房 Superior Room	一大床 King (180cm*210cm)		NT\$3,800net/night	含兩早 2 Breakfasts Included
2.	豪華客房 Deluxe Room	一大床 King (180cm*210cm)		NT\$3,800net/night	含兩早 2 Breakfasts Included
		兩小床 Twin (120cm*210cm*2)		NT\$3,800net/night	含兩早 2 Breakfasts Included
3.	尊寵客房 Deluxe Family Room	二中床 Double (145cm*210cm*2)		NT\$6,600net/night	含四早 4 Breakfasts Included

-此訂房單之房間價格，已含稅及服務費  
This special room rate includes taxes and service charge as above.  
-每房含一至兩早；如要增加第三客早餐，每人 NT\$480 net  
One or two breakfasts per room. (Additional 3rd breakfast is NT\$480 net)  
-入住時間為下午三點，退房時間為中午十二點  
Check in time after 15:00, check out time before 12:00.  
-如需加床(限豪華客房以上房型) 每張收費 NT\$1,000 NET (含一客早餐及備品)。  
Extra bed charges are NT\$1,000 for each. (Includes one breakfast and bath products)

**Other:**

付款方式 Billing Instructions	<input type="checkbox"/> 現金 Cash <input type="checkbox"/> 刷卡 Credit Card <b>Total:</b> _____ (NT\$ _____ * _____ Rooms * _____ Nights = NT\$ _____ + Limo NT\$ _____)		
Credit Card Type 卡別	<input type="checkbox"/> VISA <input type="checkbox"/> MASTER <input type="checkbox"/> American Express <input type="checkbox"/> JCB <input type="checkbox"/> 銀聯卡 <input type="checkbox"/> 其它 Others _____	Name of Card Holder 持卡人	
Credit Card No. 卡號	_____ - _____ - _____	Valid Dates 有效日期	
Card Holder Signature 持卡人簽名			

Please return the completed reservation form via e-mail [windsorsvn@windsortaiwan.com](mailto:windsorsvn@windsortaiwan.com) or Fax: 886-4-2462-1966

Accepted By Hotel Clerk		Accepted Booking Date	
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