**HOTEL RESERVATION FORM**

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| **GUEST’S DETAILS** |
| Full name: | Position / Title: |
| Company: | Address: |
| City: | Country: |
| Phone: | Fax: |
| Cellphone: | Email: |
| Nationality: | Passport number: |
| Date of birth: | Expiry date: |
| **BOOKING DETAILS** |
| Arrival date: | Departure date: |
| Room type: Deluxe room | [ ]  Smoking | [ ]  Non-smoking |
| Rates: [ ]  **VND 1,700,000++/ single room / night** [ ]  **VND 1,900,000++/ twin room / night** |
| Inclusion in the above rate:- Daily buffet breakfast at Café Central An Dong Restaurant (4th floor)- Wireless internet access.- Complimentary daily coffee/tea facilities and 2 bottles of mineral drinking water.- Complimentary use of the hotel fitness center & swimming pool on the 24th Floor.- Complimentary scheduled shuttle bus services to city center (District 1). (Subject to availability).- Complimentary scheduled shuttle bus services to China Town (District 5). (Subject to availability).- Complimentary shuttle services between hotel and exhibition hall in main days of show with schedule time as Morning at 8:30 and Afternoon at 17:30 (Subject to availability). The offer is available for group booking of 10 rooms and above.  |
| - Special request (bedding, dietary…etc…): |
| **TRANSPORTATION SERVICE** |
| Arrival time: | Flight number: | Pick up request: [ ]  Yes / [ ]  No |
| Departure time: | Flight number: | Drop off request: [ ]  Yes / [ ]  No |
| Rates: \*Share van: VND350,000++/pax/way by 16 seats van. (Mercedes Benz – Sprinter)\*Whole van : VND480,000++/way by 16 seats van. (Mercedes Benz – Sprinter) |
| **BOOKING GUARANTEE & PAYMENT** |
| [ ]  Credit Card[ ] Visa [ ] Master [ ] AMEX [ ] JCB [ ] DinersCredit card number:Card owner’s name:Expire date:CVV number: | [ ]  Bank transfer*Bank transfer for payment of 07 days prior to the day of arrival***Bank details of Saigon commercial Bank (SCB) – Cong Quynh Branch**Account Name: CONG TY CO PHAN DAU TU AN DONGAccount Number USD: 001.01.000995.20004Account Number EUR: 001.01.000995.20003Account Number VND: 001.01.000995.20001Bank Name: Saigon Commercial Bank (SCB) – Cong Quynh BranchBank Address: 242 Cong Quynh Str., District 1, HCMCSWIFT code: SACLVNVX |
| **TERMS & CONDITIONS** |
| * Check-in time is 2.00pm, check-out time is 12.00pm.
* Rates are subject to 5% service charge & 10% Tax
* All reservations are subject to availability at the time of booking
* Reservations will be guaranteed for arrival upon completion of the following information. Bookings will be automatically released 7 days prior to arrival if not guaranteed with credit card information or prior prepayment of one nights room charge.
* Guaranteed early arrival should be reserved the night before and will be charged accordingly.
* No shows or cancellation less than 48 hrs prior to arrival date, the penalty of one night room rate shall be incurred.
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| Please fill-in all the above information & email this form to:Reservation department:Email: reservations@windsorplazahotel.com / linh.ngo@wmcvietnam.comPhone: 84 8 3920 9527Copy to: Ms. Tran My Van – Assistant Director of Sales Email: van.tran@wmcvietnam.comUpon receive the booking form, we will send the confirmation to you within 24 hours. Windsor Plaza Hotel is looking forward to welcoming you to our hotel. **WINDSOR PLAZA HOTEL** 01 Su Van Hanh Street, Ward 09, District 05, Ho Chi Minh City, Vietnam |