**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 Diners  Credit 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 DONG  Account Number USD: 001.01.000995.20004  Account Number EUR: 001.01.000995.20003  Account Number VND: 001.01.000995.20001  Bank Name: Saigon Commercial Bank (SCB) – Cong Quynh Branch  Bank Address: 242 Cong Quynh Str., District 1, HCMC  SWIFT 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. | | | | |
| Please fill-in all the above information & email this form to:  Reservation department:  Email: [reservations@windsorplazahotel.com](mailto:reservations@windsorplazahotel.com) / [linh.ngo@wmcvietnam.com](mailto:linh.ngo@wmcvietnam.com)  Phone: 84 8 3920 9527  Copy to: Ms. Tran My Van – Assistant Director of Sales  Email: [van.tran@wmcvietnam.com](mailto:van.tran@wmcvietnam.com)  Upon 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 | | | | |