

To: Sheraton Taipei Grande Hotel  
 Reservation Department  
 Tel: +886 2 23215858 ext.8204  
 Fax: +886 2 23518572

E-mail: [reservation@sheratongrandetaipei.com.tw](mailto:reservation@sheratongrandetaipei.com.tw)

Date: \_\_\_\_\_

☐ New Booking    ☐ Amendment    ☐ Cancellation    ☐ Repeat Guest

**A. Delegate's Details (Please TYPE or PRINT Clearly in CAPITAL LETTERS)**

Salutation:    ☐ Mr.   ☐ Mrs.   ☐ Ms.   ☐ Dr.   ☐ Prof.

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Nationality: \_\_\_\_\_ Birthday (dd/mm/yy): \_\_\_\_\_

Arrival Date (mm/dd): \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Flight No.: \_\_\_\_\_

Departure Date (mm/dd): \_\_\_\_\_ Departure Time: \_\_\_\_\_ Flight No.: \_\_\_\_\_

**B. Room Type / Room Rate**

☐ Deluxe King Room      NT\$7,200+10% & +5% (including One Daily Buffet Breakfast)

☐ Deluxe Twin Room      NT\$7,700+10% & +5% (including Two Daily Buffet Breakfasts)

\* Complimentary In-room Internet, Newspaper, welcome fruit and use of Gym, swimming pool and sauna

\* Official check-in time is at 15:00 and check-out time is at 12:00 hours.

\* The Hotel will send a written confirmation upon receipt of the completed form.

**C. Airport Transportation**

Arrival Airport Transfer    ☐ Yes (Share car with \_\_\_\_\_)    ☐ No

Departure Airport Transfer    ☐ Yes (Share car with \_\_\_\_\_)    ☐ No

Airport <=> Hotel (NT\$2,600net per car per trip, Mercedes-Benz S350)

**D. Payment Details**

Credit Card:   ☐ VISA    ☐ Master    ☐ American Express    ☐ JCB

Card No :                              Expiry Date:      /      (MM/YY)

Card Holder Name (printed): \_\_\_\_\_      Security Code:  

Authorized Signature: \_\_\_\_\_      Date: \_\_\_\_\_

※ No reservation will be accepted without credit card details. In case of no-show on the arrival date or cancellation within 72 hours of the arrival date, one night deposit will be charged.

Y These rates will be extended for three (3) days prior and three (3) days post your proposed event dates should delegates wish to extend their stay.

Y Please return this form by the deadline date of **Oct. 21<sup>st</sup>, 2013**. Cancellations received within 72 hours of arrival or in the event of NO-SHOW, one night's room rent will be charged as penalty.

Y We look forward to serving you in the near future and please do not hesitate to contact us if you have any inquiries.