



Makati Shangri-La

MANILA

ASEAN Newspaper Printers Conference
21 to 23 September 2014

Hotel Reservation Form

Please return form on or before Friday, 08 August 2014

Telephone: 63 2 813 8888 ext. 7345 / Fax: 63 2 8135059 / Email: reservations.slm@shangri-la.com

Guest Name Mr / Mrs / Ms _____
First Name _____ Last Name _____

Arrival Date (DD/MM/YY) _____ Departure Date (DD/MM/YY) _____
Arrival Flight / ETA _____ Departure Flight / ETD _____

Title _____
Company _____
Telephone _____ Fax _____
Email of Guest: _____
Email of Travel Organizer: _____

To enjoy the Shangri-La Express Check-in Programme, please complete the following information:
(Please present your Business card upon check-in)

Passport No. _____ Nationality _____ Date of Birth _____

Hotel Limousine Service (Toyota Camry at Php 2,880 nett per car per journey)

_____ Not required _____ Airport – Hotel _____ Hotel – Airport _____ Round Trip
* Once cleared from custom of Terminal 1, please be advised to proceed to Shangri-La Lounge located outside of the Arrival Hall.

Room Requirement (Bookings are processed on a first-come-first-served basis. All reservations made after **Friday, 08 August 2014** are subject to availability)

<u>Room Category</u>	<u>Room Only Rate</u> <u>Single / Double</u>	<u>No. of Rooms Required</u>
Superior Room	Php 7,000 nett / Php 8,000 nett	_____
Deluxe Room	Php 7,300 nett / Php 8,300 nett	_____

Remarks:

- The above room rates are inclusive of 10% service charge, 12% VAT, and 0.60% local government tax per room per night.
- Above rates include Buffet Breakfast at Circles Event Café, and includes wireless internet access

Special Request/s _____ King Bed _____ Twin _____ Smoking _____ Non-smoking
_____ Others _____

- * The above special requests are subject to availability
- * Check-in time 1400H. Check-out time 1200H
- * Cancellation or shorten of stay notice must be made on or before **Monday, 11 August 2014**.
- * For cancellation / shorten stay notice given after **Monday, 11 August 2014**, a one (1) night room charge with applicable tax and service charge will be levied to credit card provided at the time of reservation.
- * Non Guaranteed Reservations will be released after **Friday, 15 August 2014**.
- * By providing above mentioned credit card details, card holder agrees to the above terms and conditions

Room Reservation Guarantee (Reservation cannot be created without following information)

Credit Card Type: _____ AMEX / VISA / MASTERCARD / DINERS CLUB / JCB
Credit Card No: _____ Expiry Date: _____
Credit Card Holder's Printed Name _____
Credit Card Holder's Signature _____ Date: _____
(Should you wish to settle the room payment in advance, kindly contact us via email or fax to obtain more information)

Hotel Confirmation:
_____ Confirmed _____
_____ Remarks _____

Hotel Stamp:

Confirmed by: _____