

Asia Pacific Employee Assistance Roundtable

RESERVATION FORM (RLP2409)

Reservation Information

Mr
Guest Name : Ms _____
 Mrs (Last name) (First name)

Contact Method : Tel No: +()-()- Fax No: +()-()
Email : _____

Room Types : Standard Single: NT\$ 1,800 per night
 Semi-Suite(one queen size bed): NT\$ 3,300 per night

Arrival Date : _____ **Departure Date** : _____

Guarantee Information :

VISA Master American Express
 JCB Diners

Credit Card _____

Cardholder's Name _____

Credit Card No. _____

Expiry Date _____

Cardholder's Signature _____

Hotel Remarks

- Room Rate is inclusive of breakfast, tax and 10% service charge.
- Reservation in advance is required and subject to availability .**
- For reservations or queries, please directly return the reservation form to Howard International House Taipei by fax: +886-2-8369-1177 or email: rv-ih@howard-hotels.com.tw before **April 16th, 2007.**
- For no-show or cancellation within 48 hours, one night deposit will be charged.**
- Please contact with us by e-mail or fax if you have not receive the confirmation.**

Transportation Arrangement (from CKS Airport to the Hotel)

- No need
- Benz (for 1~3 persons, NT\$1,470/per trip), the number of persons: _____
Check in date : May. _____ Flight No. : _____ arrival time : _____
- Mini-Van (for 3~7 persons, NT\$1,890/per trip), the number of persons: _____
Check in date : May. _____ Flight No. : _____ arrival time : _____

Remark: The additional \$210 will be charged if the arrival time is before (at) 7:00AM or after (at)11:00PM.

Howard International House Taipei

No. 30, Hsin Sheng South Road Sec. 3, Taipei, Taiwan 106, R.O.C.

E-mail : rv-ih@howard-hotels.com.tw ; Fax: +886-2-8369-1177 ; Phone: +886-2-8369-1155