



萬富大酒店

The Beginning of a Brand New Experience

TO :	FAX :
ATTN :	DATE :
FROM :	No of Pages : 1

HOTEL ROOM CONFIRMATION

We are pleased to confirm your reservation and would appreciate if you could assist in completing the following by filling up the blanks (if any) to ensure an effective follow up and unnecessary inconvenience to your guests upon check-in.

NAME OF GUEST(S) : _____
: _____
: _____

DATE OF ARRIVAL : _____ FLIGHT NO : _____
DATE OF DEPARTURE : _____ FLIGHT NO : _____
NO OF ROOMS : _____ ROOM TYPE : _____
ROOM RATES : _____
REMARKS : _____

BILLING INSTRUCTIONS : -guest personal account
(Please tick accordingly) -company's account for room only
 -company's account for all charges

Please return this to us by return fax at least 3 working days prior to guest/s arrival. If we do not hear from you by then, we will assume that you do not require the above, and will automatically cancel the reservations made.

Rooms are held up to 2 hours after flight arrival time. Bookings without flight details will be automatically released after 1800 hours, unless a first night non-refundable deposit is received by the Hotel in advance.

Cancellation of bookings are to be made 48 hours prior to arrival. Otherwise, the hotel reserves the right to impose a first night NO-SHOW charge.

Thank you for your kind co-operation.

Regards:

Please acknowledge by return fax to 6334-9633

OXFORD HOTEL SINGAPORE

I hereby confirm the above.

Company:

Name: