

## IEEEI<sup>2</sup>MTC

### RESERVATION FORM (RLA35342)

#### Reservation Information

Mr

**Guest Name** :  Ms \_\_\_\_\_  
 Mrs (Last name) \_\_\_\_\_ (First name)

**Contact Method** : Tel No: +( )-( )- \_\_\_\_\_ Fax No: +( )-( ) \_\_\_\_\_  
Email : \_\_\_\_\_

**Room Types** :  Standard Single: NT\$ 1,920 per night  
 Semi-Suite(one queen size bed with living room): NT\$ 3,220 per night (single use)  
 Semi-Suite(one queen size bed with living room): NT\$ 3,420 per night  
 Semi-Suite(two standard single beds with living room): NT\$ 3,220 per night (single use)  
 Semi-Suite(two standard single beds with living room): NT\$ 3,420 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

1. Room Rate is inclusive of breakfast, tax and 10% service charge.
2. Check-in time after 3:00pm, check-out time before 12:00 noon.
3. **Reservation in advance is required and subject to availability.**
4. Smoking is prohibited inside The Howard Civil Service International House.
5. For reservations or queries, please directly return the reservation form to The Howard Civil Service International House Taipei by fax: +886-2-7712-2333 or email: [rv-ih@howard-hotels.com.tw](mailto:rv-ih@howard-hotels.com.tw) before **March 22, 2016.**
6. **For no-show or cancellation within 48 hours, one night deposit will be charged.**
7. **Please contact with us by e-mail or fax if you have not receive the confirmation.**

#### Transportation Arrangement (from the Taoyuan Airport to the Hotel)

No need

Benz ( 1~3 persons, NT\$1,650/per trip), the number of persons: \_\_\_\_\_  
Check in date : \_\_\_\_\_ Flight No. : \_\_\_\_\_ arrival time : \_\_\_\_\_

Mini-Van ( 3~7 persons, NT\$2,000/per trip), the number of persons: \_\_\_\_\_  
Check in date : \_\_\_\_\_ Flight No. : \_\_\_\_\_ arrival time : \_\_\_\_\_

Howard Civil Service International House Taipei

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