附件2：

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reservation Confirmation**  **订房确认书** |  | |  |  |  |
| Greetings from Shanghai Fuyue Hotel. We are most delighted to confirm the following reservation:  来自上海富悦大酒店的问候。我们非常高兴为您确认以下预订：   |  |  |  |  | | --- | --- | --- | --- | | Sex/性别： | | □Male/先生 □Female/女士 | | | Guest Name/客人名字： | | Family Name/姓： | Given Name/名： | | Arrival Date/到达日期: | |  | Arr. Time/抵店时间： | | Departure Date/离店日期： | |  | Dep. Time/离店时间： | | No. of Rooms/房间数量： | |  | | | Please choose the Room Type with“√”/请在以下相应框内标记“√” | | | | |  | Room Type/房间类型 | Room Numbers/房间数 | Rate Per Room Night/房价（每晚） | | □ | King Size Room/大床房 |  | B楼 RMB 650 per night | | □ | Standard Room /标间 |  | B楼 RMB 650 per night | | □ | King Size Room/大床房 |  | C楼 RMB 600 per night | | □ | Standard Room /标间 |  | C楼 RMB 600 per night | | Contact Info./联系信息： | | Tel/电话： | Fax/传真： | | E-mail/邮箱： | | | Remarks/备注： | |  | | | Special Requirements/特殊要求： | |  | | |  | |  |  |  |
|  | |  |  |  |  |

**Reservation Status / Cancellation and No-Show Policy 预订担保状态及预订取消规定**

Reservation will only be held until 18:00 (hotel local time) unless guaranteed by a credit card or deposit. Guaranteed reservations cancelled less than 24 hours prior to 6 pm on day of arrival (local hotel time) will be subject to a one-night charge.

酒店将会给客人保留无担保预订的房间到入住当日下午18:00（当地时间）。担保预订如未能在入住当日24之前取消或当晚未到，酒店将收取一晚房费。本保证政策并不适用于某些季节性时期或团体订房。

Credit Card Type/信用卡类型： \_\_\_\_\_\_ Credit Card NO/卡号： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Expiry Date/有效期：\_\_\_\_\_\_\_\_\_

Cardholder/持卡人姓名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature/持卡人签名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fill out the form and fax back to us with the copy of your credit if you would like to guarantee your reservation.

如您接受我酒店的担保条款，并同意提供担保预订，请用**正楷字填写以上内容并复印信用卡正反面**，连同订房确认书一并回传给我们。待我酒店最终确认后，您的担保预订即为成功。

**We are looking forward to welcome you to Shanghai Fuyue Hotel.**

我们真诚期待您光临上海富悦大酒店

No.208 Rong Yue Road, Songjiang Shanghai , China中国上海市松江区茸悦路208弄

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