

RESERVATION FORM (RLA02124) (07/07- 07/12, 2015)

**Reservation Information**

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

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

**Room Types** :  Standard single room: NT\$ 1,920 per night  
 Semi-Suite ( one queen size bed ) : NT\$ 3,220 per night (single use)  
 Semi-Suite ( one queen size bed ) : 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 Taipei.
5. For reservations or queries, please directly return the reservation form to Howard International House Taipei by fax: +886-2-7712-2333 or email: [rv2107-ih@howard-hotels.com.tw](mailto:rv2107-ih@howard-hotels.com.tw) before **May 7 , 2015**
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 CKS 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

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

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