

To 致 Ted Hou
Company Ramada Plaza Pudong Shanghai
上海浦东华美达大酒店
Tel 电话: (8621) 50554666
Fax 传真: (8621) 50306622
Email: ted@ramadaplazapd.com

From 发件人:
Company 公 司:
Tel 电 话:
Fax 传 真:
Date 日 期:
Total page(s) 页 数:

Meeting Name: Green Fuels & Vehicles China
会议名称: 2010中国绿色燃料与汽车峰会

- A: Standard Room 标准房 RMB790nett with 1 breakfast**
B: Deluxe Room 豪华房 RMB890nett with 1 breakfast
C: Executive Room 行政房 RMB990nett with 1 breakfast

* Please indicate the arrival time for your convenience.
请注明抵店时间。

Guest Name/客人姓名 st Name/姓 First Name/名	Pax 人数	Room(s) 房间数	Room Type 房型	Arrival Date / Time 抵店日期 / 时间	Departure Date 离店日期	Room Rate 房价(RMB)

* All above rates are nett(inclusive of 15% surcharge and including 1 breakfast)

* Additional person is RMB150nett including 1 breakfast.

Method of payment: check one RMB Cash _____
Credit Card:(check one) Visa Card _____ American Express _____ Master Card _____
Name on Credit Card _____
Credit Card Account No: _____ Expiration Date: _____

Cancellations must be made 48 hours in advance of reservation or your credit card will be charged!!

Airport Transportation:
机场接送安排 ☐ Yes 需要 ☐ Pudong to Hotel 浦东机场接机 RMB450net ☐ Hongqiao to Hotel 虹桥机场接机 RMB450net
Flight No.航班号 _____ ☐ Hotel to Pudong 浦东机场送机 RMB450net ☐ Hotel to Hongqiao 虹桥机场送机 RMB450net
☐ No 不需要 The above company will guarantee the fees,in case of guest's no-show
如果客人no-show,公司将承担费用

Remarks: RMB450net / per way / 2 pax RMB600net / per way / 3 pax

Above guest to pay all charges by own account, unless company guarantee the payment.

所有在酒店发生的费用均由客人支付, 除非公司书面担保。

Special Arrangement:

特殊安排

Hotel's Reply 酒店回复

Thank you for your reservation and we are: (感谢您的预订, 酒店答复如下:)

☐ Confirmed 已确认 ☐ Not Confirm 未确认
Confirmation No.酒店确认号 Reason / Remarks 酒店回复

☐ Transportation Charge 接送机费用 _____ RMB 人民币
Reservation Staff 预订员签名

Ramada Plaza Pudong Shanghai 上海浦东华美达大酒店
18 Xin Jin Qiao Road Pudong Shanghai 上海浦东新金桥路18号 Zipcode: 201206 Date 日期