



S.E.R.C Conference 2013 06-08 August 2013	Attention Mr. Derek Chan Assistant Director of Business Development DID: (65) 6831 6055 FAX: (65) 6733 7685 Email: Derek.chan@meritushotels.com
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Please indicate accordingly

RESERVATION

AMENDMENT

CANCELLATION

Travel Guest Information	
Guest Name :	_____
	<i>(Please underline the Family Name)</i>
Organization :	_____
Address :	_____
Designation :	_____
Tel :	_____
No. of Nights :	_____
Arrival :	_____
Departure :	_____
	Country : _____
	Fax : _____
	Email : _____
	Arrival Flight/Time : _____
	Departure Flight/Time : _____

Accommodation Request	
<i>(Please select your accommodation requirements by ticking appropriate box and omitting bedding type)</i>	
Room Category	Room Rates – <i>*Rates valid for 05-08 August 2013 and Rooms are subjected to availability upon confirmation (Application for Pre & Post of Max. 02 days from the above date)</i>
	Single (1 Person per room)
Deluxe	S\$270.00++ per room per night <input type="checkbox"/> (Room inclusive of 01 Daily Breakfast and In-room Broadband Access)
	*Additional Daily Breakfast is available at S\$30.00++ per person <input type="checkbox"/>
	**Extra Bed at S\$85.00++ per bed per night <input type="checkbox"/>

Additional Requirements		
	Yes	No
Airport Limousine Transfer		
➤ Arrival	<input type="checkbox"/>	<input type="checkbox"/>
➤ Departure	<input type="checkbox"/>	<input type="checkbox"/>
<i>Airport Limousine Transfer is at S\$107.00nett per way (Additional charge of S\$10.00nett per way for transfer is required between 2300 – 0700hrs)</i>		
Remarks / Requests:		

GUARANTEED Instructions	
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Diners <input type="checkbox"/> Amex <input type="checkbox"/> JCB credit card for room reservation	
Card Holder Name :	_____
Card Number :	_____
Expiry Date :	_____

- All rooms reserved are subject to 10% service charge and prevailing government taxes.
- Rooms are subject to availability upon making of reservation & all bookings must be guaranteed by credit card. Kindly revert latest by 5th July 2013. Thereafter, the room rates may vary at the point of reservation.
- Do note that the booking is confirmed and guarantee upon confirmation and any cancellation is subjected to 01 night charge
- Early check in or Late check-out is subjected to room availability unless room is pre-blocked for early check-in with 01 night charge. And late check-out till 1800hrs is chargeable at Half day Charge and thereafter, it will be chargeable based on Full day charge with a min. of S\$150.00++
- Official confirmation of your reservation will be sent by Mandarin Orchard Hotel Singapore

Hotel Confirmation:	_____
Date of Booking:	_____
Done By:	_____

