



RESERVATION FORM (RLB14054)

Reservation Information

☐ Mr
Guest Name : ☐ Ms _____
☐ Mrs (Last name) (First name)
Contact Method : Tel No: +()-()- Fax: +()-()
 Email : _____
Room Types : ☐ Standard Single (one single bed, 1 breakfast): NT\$ 1,950 per night
☐ Semi-Suite (one queen size bed with living room, 2 breakfast): NT\$ 3,420 per night
☐ Semi-Suite (two single beds with living room, 2 breakfast): 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

- Room Rate is inclusive of breakfast, tax and 10% service charge.
- Check-in time after 3:00pm, check-out time before 12:00 noon
- Reservation in advance is required and subject to availability .**
- Smoking is prohibited inside The Howard International House
- For reservations or queries, please directly return the reservation form to Howard International House Taipei by fax: +886-2-7712-2333 or email: rv-ih@howard-hotels.com.tw **before September 07, 2018.**
- For no-show or cancellation within 48 hours, one night deposit will be charged.**
- Please contact with us by e-mail or fax if you have not receive the confirmation.**
- If you need pick-up services, we will request a pre-authorization for the amount of transportation in advance from the credit card details you provided. **Any no-show or cancellations within 24 hours will incur a charge of 100% transportation fee.**

Transportation Arrangement (from Taoyuan Airport to the Hotel)

☐ No need
☐ Benz (1~3 persons, NT\$1,700/per trip), the number of persons: _____
☐ Mini-Van (3~7 persons, NT\$2,100/per trip), the number of persons: _____
☐ Terminal: ☐ 1 ☐ 2 Flight No.: _____ Check in date: _____ Arrival time: _____

Howard Civil Service International House Taipei

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

E-mail : rv-ih@howard-hotels.com.tw ; Fax: +886-2-7712-2333 ; Phone: +886-2-7712-2323