



**OFIC/OFI ASIA 2010 COVNETION
19 TO 22 OCTOBER 2010**

FAX RESERVATION FORM

TO SUBMIT RESERVATION FORM BY 19 OCTOBER 2010, thereafter is subject to availability

New Booking
 Amendment
 Cancellation
 Repeat Guest

To : Wendy Leong / Aileen Tee	From : _____
Company: Mandarin Oriental, Kuala Lumpur	Company: _____
Tel : 6 03 2179 8655	Tel : _____
Fax : 6 03 2179 8699	Fax : _____
E-mail : WendyL@mohg.com / AileenT@mohg.com	Email : _____

Guest's Information

Mr / Ms / Dr / Prof	_____	_____
	Last Name	Given Name
Designation	_____	Company Name _____
Company Address	_____	
Zip/City Code	_____	Country _____
Passport Number	_____	Nationality _____
Place & Date of Issue	_____	Date of Birth _____
Tel	_____	Fax _____
Email	_____	

Reservation Requirements

Room Type	<input type="checkbox"/> Deluxe City View at RM500.00++ per room per night (with 1 breakfast)		
Arrival	_____	_____	_____
	Date	Flight Number	ETA
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Airport Transfer at RM300nett/car/way
Departure	_____	_____	_____
	Date	Flight Number	ETD
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Airport Transfer at RM300nett/car/way

Guest's Preference

Preferred Room	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> No Preference
Preferred Location	<input type="checkbox"/> Near the lift	<input type="checkbox"/> Away from lift	<input type="checkbox"/> No Preference
Preferred Bed	<input type="checkbox"/> King	<input type="checkbox"/> Twin	<input type="checkbox"/> No Preference

Payment Instructions

<input checked="" type="checkbox"/> All charges on guest's own account
All reservations are held until 4pm on the day of arrival unless guaranteed with a credit card or deposit. Notice of cancellation must be received no later than 30 days of arrival date to avoid a cancellation penalty equivalent to one room night's charge.
Credit Card _____
Credit Card Type/Number
Expiry Date
Card Holder's Name _____

Remarks:

--

Hotel Confirmation

Room Rate	Confirmation Number	Confirmed by	Date
_____	_____	_____	_____

Airport transfers is available upon request.

The guest room rates are applicable two (2) days prior and two (2) days after the official date for the given room categories only

All Rates are quoted in Malaysian Ringgit and are subject to 10% service charge and 5% government tax per room per night.