

## HOTEL CONFIRMATION

Dear Guest, thank you for choosing Regal Jinfeng Hotel. Please find below the details of your reference.

Date of Booking / Amendment / Cancellation: \_\_\_\_\_

Reservation Confirmation  Amendment  Cancellation

Attention:  925 Member (member no. \_\_\_\_\_ )  
 Contact Name: \_\_\_\_\_ Company/Agent Name: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Fax/Email: \_\_\_\_\_

	Surname	First Name	Confirmation No.
1)	<input type="checkbox"/> Regal Reward (Membership no. _____ )	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

\* Please provide your Regal Reward Membership Number. If you're not yet a member, feel free to inquire the details upon your arrival.

Superior Room	CNY 700/night	Walk in Price	CNY 1725/night	Remark: All prices including breakfast and internet access
Deluxe Room	CNY 800/night		CNY 1955/night	
Deluxe Executive Room	CNY 1150/night		CNY 24155/night	

No. of room: \_\_\_\_\_ Room Type: \_\_\_\_\_  
 Room Rate: \_\_\_\_\_ No. of Person: \_\_\_\_\_  
 Arrival Date: \_\_\_\_\_ Flight: \_\_\_\_\_ Time: \_\_\_\_\_  
 Departure Date: \_\_\_\_\_ Flight: \_\_\_\_\_ Time: \_\_\_\_\_

**Rate Plan:** \_\_\_\_\_ **Details:** Rate is inclusive of 15% surcharge and one daily breakfast

**Request:**  Smoking  Non-Smoking  Twin-bed  King bed  Baby cot  
 Connecting  Lower floor  Others \_\_\_\_\_

All Rates quoted are in Chinese Yuan and subject to 15% surcharge, unless otherwise quoted.

**Payment:**  Guest Own Account  Company Account  Third Party Payment (Separate payment instruction is required)  
 Room Only  All Expenses  Room Only  All Expenses  
 Others (Pls specify) \_\_\_\_\_  Others (Pls specify) \_\_\_\_\_

**Guarantee:**  Company Account  Deposit Paid  Credit Card  
 Name printed on Credit Card: \_\_\_\_\_  
 Card Type: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_ **Expiry date:** \_\_\_\_\_

### Terms & Conditions:

#### Reservations:

- \* All reservations will be held until 1800 hours local time on the arrival day except for those guaranteed by valid credit card, company letter or deposit in advance.
- \* Check-in time is 1400 hours and check-out time is 1200 hours on the following day. Request of early check-in or late check-out is subject to charges and availability.

#### Guarantee / Cancellation

- \* The above booking(s) is/are guaranteed by your credit card once the reservation is confirmed, one nights charges per confirmed booking will be applied in case of no show on the scheduled arrival date, unless cancellation / amendment is made 48 hours prior to the arrival date.
- \* For promotional rate plans or special offers, no amendment or cancellation is allowed, please refer to relevant booking conditions.
- \* Any cancellations, adjustments of reservation must be made in writing through Email or fax and acknowledged by the hotel in return.

#### Transportation:

- \* For assistance, please contact our Airport Representative at Counter 35 of Terminal 2 in the Arrival Hall of Shanghai Pudong International Airport
- \* Customer must notify the Hotel for any cancellation of limousine or shuttle bus service 24 hours in advance, or the charges equivalent to a single trip will be levied.

Please complete this Reservation Form and send it to hotel Reservation Department  
 Fax: 86-21-58998492 or 86-21-58995522 OR 86-21-58995522  
 Email: rsvn1@regaljinfeng.com

Should there be any discrepancies on your reservation, kindly contact us at 86 21 5899 3938 or rsvn@RegalJinfeng.com

### REGAL JINFENG HOTEL

318 Jingang Road, Pudong, Shanghai, 201206 China  
 TEL: (86 21) 5899 3838 FAX: (86 21) 5899 3773 WEBSITE: <http://www.RegalJinfeng.com> EMAIL: [info@RegalJinfeng.com](mailto:info@RegalJinfeng.com)