



ORCHARD HOTEL
SINGAPORE

Attn: Ms Priscilla Phua
Catering Sales Manager
Orchard Hotel Singapore

DID : (65)739 6572 FAX : (65)739 6606
Email : catering@orchardhotel.com.sg

**Asia.internet.com LLC / INT Media Group
Flash Kit Singapore Conference & Workshop
28 & 29 November 2001**

RESERVATION AMENDMENT CANCELLATION

3Please tick accordingly

GUESTS' INFORMATION

1. Name : Prof/Dr/Mr/Mrs _____
2. Name : Prof/Dr/Mr/Mrs _____
3. Name : Prof/Dr/Mr/Mrs _____

Telephone No : _____ Fax No : _____
Arrival Date : _____ Departure Date : _____

ROOM CATEGORY

Superior Room (Room only) Single or Double at S\$190.00+++ Number of Rooms

Deluxe Room (Room only) Single or Double at S\$215.00+++ Number of Rooms

RESERVATION POLICY

**All reservations must be guaranteed with credit card number & expiry date. For guaranteed reservations, rooms will be held till 12noon the next day. Any cancellation 72 hours prior to the arrival or "No-Show" is subject to a one-night room charge.*

Guest Credit Card : AMEX/VISA/MASTER CARD/DINERS

Card No : _____

Expiry Date : _____

Card Holder's Name : _____

Signature : _____

THIS SERVES AS A CONFIRMATION OF THE ABOVE BOOKING. PLEASE ACKNOWLEDGE RECEIPT OF THE RESERVATION.

For Official Use Only :
Confirmation Number :
Confirmed By :
Date :

Hotel's Stamp & Signature