

BERJAYA


TIMES SQUARE, KUALA LUMPUR - MALAYSIA

HOTEL

World Health Organization 18 – 19 November 2012

Attention : Ms Nicole Yap - Sales
 Mr Sri Ganes - Reservation
 Tel : 603 2117 8255 / 603 - 2117 8705 / 8547
 Email: nicole.yap@berjayahotel.com
bth.Rsvn@berjayahotel.com

Please email in your booking to avoid misplacement. All bookings are based on availability and must be made by 15 October 2012. Rates are subject to change based on availability.

From:	Company:	Date:		
Tel:	Fax:	Email:		
Name of Guest(s)	(1)			
Speaker [] or Delegate []	(2)			
Arrival Date :		Flight Details / ETA		
Departure Date :		Flight Details / ETD		
Room Reservation	Room Category	Special Rate per suite per night	No of room (s)	No of guest (s)
Room Rate	Superior Room (51sqm)	USD 110.00++ (Single / Double) w breakfast *Price is subject to 10% service charge & 6 % government tax		
	* All rooms booking is subject to availabilities and will be notified upon booking are received.			
Billing Instruction				
Guaranteed By	[] Mastercard [] VISA [] Amex [] Others -			
	Credit Card No :		Expiry Date :	
	Please provide the 4-Digit Security Code No : _____			
	[] Cash / Bank Draft / Cheque (Full Prepayment)			
	<i>If mode of payment is by cash / bank draft / cheque, the Hotel will forward a Proforma Invoice with complete bank details. Unguaranteed reservations will be subject to cancellation of booking after 6:00 pm on arrival date. (Please provide a photocopy of your credit card – front & back)</i>			
Special Request (subject to availability)	[] Double Bed [] Twin-bed [] Non-smoking			
Remark	<i>Guest will be responsible for any claims made by the Hotel for loss on exchange arising from accounts settled by foreign currencies.</i>			

- Official check-in time is 1400 hours and check-out time is 1200 hours. Late check-out after 1400 hours will be subject to a half day rate and a full day room charge will be imposed for late check-out after 1800 hours.
- Rooms subject to availability.
- No-show arrival with a pre-arranged limousine transfer are subject to a full charge unless prior written cancellation has been received by the hotel no later than 72 hours of estimated time of arrival. Any cancellation must be informed 7 days prior to arrival, failing which a one-night penalty charge will be applicable.
- All reservations must be guaranteed by a valid credit card / cash / bank draft / cheque. The Hotel reserves the right to release all unguaranteed rooms, seven (7) days prior to arrival date.
- Please make all money orders, bank drafts and / or company cheques payable to **Berjaya Hospitality Services Sdn Bhd** and crossed to "Account Payee Only". **Maybank Account No : 514084152023. Swift code: MBBEMYKL**

I hereby agree to guarantee the accommodation and any transportation charges with my credit / charge cards as above.

Authorised Signature :- _____

Confirmed By : _____

Cardholder's Name :- _____

Confirmation No : _____

Company Stamp :- _____

Berjaya Times Square Hotel, Kuala Lumpur

No.1, Jalan Imbi, 55100 Kuala Lumpur, Malaysia.

Tel : (603) 2117 8235- Ms Nicole / 2117 8258 – Mr Suriah Fax No : 603 2117 8279

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