

**ICEED2014 AND ICEESE2014
ON 9 – 10 DECEMBER 2014 AT BERJAYA TIMES SQUARE HOTEL, KUALA LUMPUR**

KINDLY FAX TO – 03 2117 8279 or
Email: hirma.basuri@berjayahotel.com before 15th November 2014
(Special rate is subject to room availability)

From:	Company :	Date :		
Tel :	Fax :	E-mail:		
Name of Guest(s) :	(1)			
	(2)			
Arrival Date :		Flight Details / ETA		
Departure Date :		Flight Details / ETD		
Airport Transfer (Arrival):	[<input type="checkbox"/>] Yes / [<input type="checkbox"/>] No RM300nett per limo per way plus 50% surcharge after midnight to 6am			
Airport Transfer (Departure):	[<input type="checkbox"/>] Yes / [<input type="checkbox"/>] No RM250nett per limo per way plus 50% surcharge after midnight to 6am			
	<i>Suite Category</i>	<i>Special Room Rate per suite per night</i>	<i>No of room (s)</i>	<i>No of guest (s)</i>
	Superior Room	<i>Single RM 290.00 nett Inclusive of 1 breakfast & WIFI</i>		
	Superior Room	<i>Double RM 310.00 nett Inclusive of 2 breakfast & WIFI</i>		
Billing Instruction :				
Guaranteed By :	[<input type="checkbox"/>] Mastercard [<input type="checkbox"/>] VISA [<input type="checkbox"/>] Amex [<input type="checkbox"/>] Others -			Expiry Date :
	Credit Card No :			_____
	For AMEX cardholders, please provide the 4-Digit Security Code No			_____ :
	[<input type="checkbox"/>] Cash (Full Prepayment)			
Special Request : (subject to availability)	[<input type="checkbox"/>] King-bed [<input type="checkbox"/>] Twin-bed [<input type="checkbox"/>] Non-smoking [<input type="checkbox"/>] Smoking			
Remark :	Guest will be responsible for any claims made by the Hotel for loss on exchange arising from accounts settled by foreign currencies.			

- Official check-in time is 1500 hours and check-out time is 1200 hours. Early arrival will be subject to room availability and one night charge will be levied in order to pre-book the room one night prior to arrival & to guarantee the early check-in.
- 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.
- "No-show" arrival with/without 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 72 hours prior to arrival, failing which, a one-night penalty charge also 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 non-guaranteed rooms within seven (7) days prior to arrival date.

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

Authorised Signature
Cardholder's Name :-
Company Stamp :-

Confirmed By : _____
Confirmation No : _____