

**IBO Workshop
26-28 February 2009**

**GRAND COPTHORNE
WATERFRONT HOTEL**

To: Derek Chan (Sales Manager)
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392 Havelock Road, Singapore 169663
Tel no.: (65) 6733 0880
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*Please return the reservation form by **25th Jan 2009 (Monday)** via email directly to the above contact upon completion. Thereafter, rooms are subject to availability at Hotel's best available rate.*

COMPLETE DETAILS IN FULL			
Title: _____ Mr / Mrs / Ms / Dr (please circle the correct one)			
Guest Given/First name: _____		Guest Family/Last name: _____	
Check in: _____		Flight No. / Estimated Time of Arrival: _____	
Check out: _____		Flight No. / Estimate Time of Departure: _____	
No of Rooms: _____		No of Guests: _____	
ROOM CATEGORY		ROOM RATE	
<input type="checkbox"/> Superior Room	S\$240.00nett per room night (Inclusive of 01 Daily Breakfast and Internet)		
<input type="checkbox"/> Deluxe Room	S\$270.00nett per room night (Inclusive of 01 Daily Breakfast and Internet)		
Additional Daily Breakfast at S\$25.00nett per person		o Yes	o No
Request for Smoking or Non Smoking Rooms (subject to rooms' availability)		o Smoking	o Non Smoking
Contact Person: _____		Designation: _____	
Company Name _____			
Company Address: _____			
Contact Nos: (O) _____		(F) _____ E-mail: _____	
AIRPORT LIMOUSINE TRANSFER ARRANGEMENT	Yes	Yes	No
Transport (Mercedes E200) - S\$80.00 ++ per transfer ** Midnight surcharge of S\$12.00 ++ applies for trips between 2300hrs to 0700hrs	<input type="checkbox"/> From Airport	<input type="checkbox"/> To Airport	<input type="checkbox"/> Not required
CREDIT CARD GUARANTEE	CARD TYPE: AMEX / MASTER CARD / VISA / DINERS / JCB		
Card No: _____	Expiry Date ((mm-yy): _____		
Cardholder's name on credit card: _____	Cardholder's Signature: _____		

Note / Terms & Condition:

- Rates quoted are subjected to 10% service charge & 7% Goods and Services Tax per room night, unless stated as nett.
- All reservations must be guaranteed by credit card for full duration of stay booked. Reservation is guaranteed upon confirmation. If there may be any cancellations from henceforth, a 1-night charge will be levied.
- Where cancellation is made less than 14 days to arrival, or when there is a No-Show, 100% of the total room charges will be levied as cancellation or no show charges.
- The rates quoted are specially meant for this group only. It cannot be used as a future reference to other bookings.
- The rates quoted are subject to increase should the arrival and departure dates change once the agreement has been signed by both parties.

Please note that without receiving the room confirmation from the hotel, the above reservation will not be valid.

OFFICIAL USE ONLY:

<input type="checkbox"/> Reservation is CONFIRMED. Confirmation Number: _____	<input type="checkbox"/> Unable to confirmation reservation.
Attended by: _____	Date: _____