

Please complete and return this form by facsimile or email before 15 August 2005 to:
Mr Bui Xuan Dang, Sales Manager of Melia Hanoi - Email: gse@meliahanoi.com.vn
 Melia Hanoi Hotel: 44 B, Ly Thuong Kiet Str., Hanoi, Vietnam
 Fax: 84-4-9 348688/ 9344036 Tel: 84-4-9 343343
Room to be reserved for the participants of APNIC 20
6 to 9 September 2005 (Please tick)

Guest name: Mr./Mrs./Prof./Dr./Ms.....
Additional guest name: Mr./Mrs./Prof./Dr./Ms.....
 Single use **Double use**
 Non-smoking **Smoking**

Normal Floor:

- Deluxe room :US\$79++**
- Executive Suite :US\$119++**
(US\$13++ extra charge for double occupancy)

Benefit is inclusive of:

- International American Buffet Breakfast
- Complimentary in-house Tea/Coffee making facilities
- Free Local English Newspaper (Vietnam News)
- Free entrance into Swimming pool and Fitness Center

Royal Service Executive Floor :

- Deluxe Room :US\$ 99++**
- Executive Suite :US\$149++**
(US\$15.00 ++ extra charge for double occupancy)

Benefit for Royal Service Executive Floor:

- ◆ *Executive check-in and check- out at the Executive Floor reception on Level 20*
- ◆ *Welcome Drink on arrival, Fruit basket*
- ◆ *Full buffet breakfast, afternoon tea, evening snacks and Open Bar from 5.30pm till 7.30pm in the Executive Lounge*
- ◆ *Complimentary use of Boardroom for the first three hours. subject to availability*
- ◆ *Express Laundry and Dry Cleaning service at no extra charge*
- ◆ *Complimentary shoe shine service*
- ◆ *Complimentary daily newspaper*
- ◆ *Late check-out till 16.00hrs, subject to availability*
- ◆ *Butler service available upon request and at additional cost*
- ◆ *The Executive Lounge is equipped with two Flat screen 43" TV set*
- ◆ *Full length windows and outdoor terrace with an astonishing view over the city of Hanoi*
- ◆ *Complimentary wireless high speed internet in all rooms on Royal Service Executive floor*

Please note: The above rates are subject to of 5% Service charge & 10% VAT based on per room per night.
Check in / check out time at 12:00 noon, half room charge for late check out till 18:00PM & full room charge for late check out after 18:00PM
One night room charge to be paid by guest own account in case booking cancel within 72 hours, no show or early check out.

Airport transfer : **Yes, please indicate the type of vehicle below.** **No**
Toyota Camry 3.0 (04 seats) : US\$ 40 net per car per way
Ford Mondeo 2.5 (04 seats) : US\$ 35 net per car per way
Ford Transit (16 seats) : US\$ 40 net per car per way

Arrival (Date/Time / Flight No):

Departure (Date/Time / Flight No):.....

Method of Payment:

Credit Card No.:..... Card holder name:..... Expiry date:.....
 Visa **Master Card** **Diners Club** **JCB** **Other:**

*No guaranteed reservation will be held up until 4 pm,
 guaranteed reservation is subject to one night NO SHOW fee*

Signature: _____ **Date:** _____

Please be sure to fill out the 'Letter of Authorization' on the following page.

COMPANY NAME: _____

Company address _____

Tel: _____ Fax : _____

E-mail : _____

To : Mr. Bui Xuan Dang – Sales Manager of Melia Hanoi Hotel – Fax Number : +84 4 934 8688

CC : Finance Department - Melia Hanoi Hotel

LETTER OF AUTHORIZATION	
NAME OF GUEST	: _____
NUMBER OF ROOM	: _____
ARRIVAL DATE	: _____
DEPARTURE DATE	: _____
TYPE OF BOOKING	: _____
TOTAL CHARGE	: _____
<p>I _____ hereby agree to guarantee the booking as above mentioned by my credit card. In case Melia Hanoi do not receive money , I authorized Melia Hanoi Hotel to charge one room night charge and debit my credit card:</p> <p>The amount of booking at US\$ _____</p> <p>From my _____ CARD with a Credit Card Number <i>(Type of Credit Card)</i></p> <p>of _____ which will expire on _____</p> <p>Attached is a copy of both sides of my credit card for your reference.</p> <p>----- Cardholder's Signature</p> <p>Passport or IC Number: _____</p>	

Please paste the both side copies of your credit card here for reference. If you do not have scanned copies then you may send its photocopies by fax.