

Guest Information					
Title	<input type="checkbox"/> Ms	<input type="checkbox"/> Madam	<input type="checkbox"/> Mr.	Name	
Organization Name and Address					
Postal Code			Email address		
Fax			Telephone		
Accommodation <i>Please Mark "✓" to select your preference</i>					
<input type="checkbox"/> Superior room at RMB 780 (Single / Double)				Number of Room:	_____
<input type="checkbox"/> Deluxe room at RMB 880 (Single / Double)				Number of Room:	_____
<input type="checkbox"/> Executive room at RMB 1080 (Single / Double)				Number of Room:	_____
<input type="checkbox"/> Standard Suite room at RMB 1880 (Single / Double)				Number of Room:	_____
<input type="checkbox"/> Extra Bed at RMB 208					
Remarks:	_____				
The rates are per room per night rates, including breakfast, service charge, tax and free internet access in rooms.					
Check-in Date			Check-out Date		
Half day room rate will be charged for early check-in before 10:00 am and late check-out after 14:00 pm.					
Flight/Arrival			Flight/Departure		
Request for Special arrangements	<input type="checkbox"/> Non-Smoking <input type="checkbox"/> Others, please specify				
Payment					
Guarantee Deposit	One night deposit per room is required upon reservation. The deposit will be deducted when settling the bill with the hotel on check out.				
Card Holder's Name	(as it appears on card)				
Type of Card	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> DINERS				
Card Number					
Expiry Date			Telephone		
I hereby authorize Sheraton Xi'an Hotel to charge the amount of RMB _____ to the above credit card.					
Cardholder's Signature: _____			Date: _____		
Reservation					
Processed by					
Confirmation Number					
Date					

### NOTE

Cancellation requests must be made in writing and sent to the hotel directly. Any **CANCELLATION** before July 31<sup>st</sup>, 2007(17:00, GMT+8), the deposit will be refunded after deducting the refunding fees charged by bank; Any **CANCELLATION** after July 31<sup>st</sup>, 2007(17:00, GMT+8) or **NO SHOW**, the deposit will not be refunded.

**Reservation should be made directly with the Sheraton Xi'an Hotel.**

Email: [xiling.wang@sheraton.com](mailto:xiling.wang@sheraton.com)

Fax: 86-29-84262986 or 86-29-84262983

TEL: 86-29-84261888

[www.sheraton.com/xian](http://www.sheraton.com/xian)