

- please note that the cut-off date for any room reservation is on **September 20, 2008**

ANY SPECIAL REQUEST: _____ SMOKING ROOM; _____ NON SMOKING ROOM

I HAVE READ THE ATTACHED RESERVATION REQUEST FORM POLICIES AND INFORMATION PROVIDED.
(PLEASE INITIAL)

(CARDHOLDER'S FULL NAME & BILLING ADDRESS ARE REQUIRED TO PROCESS CHARGE)

CARDHOLDER'S SIGNATURE: _____

Note:

Check out time is 12.00 noon, check-in time is 2.00pm. However, check-in time is subject to the hotel's room availability.

Guaranteed reservation can be secured by credit card, advance payment upfront cash deposit or prepayment.

1/Reservation request:

- Customer may make their booking request directly to the Fortuna Hotel Hanoi by fax or email under the **VAOH** contract rate offer, by the last reservation date by **September 20, 2008**. Any booking made after **September 20, 2008** will not be guaranteed the rate offer above; room rate will depend on the daily basic room inventory.
- The booking request must be completed with Guest credit card detail to guarantee the booking.
- Bookings paid by company/office are requested to pay in advance at least 30 days to schedule; the Fortuna Hotel bank account details are listed below:

Account Name: FORTUNA HOTEL HANOI (VIETNAM)

Account Number: - 200 5013 - 001 – USD; SWIFT CODE: IABBVNVX

Name of the Bank: INDOVINA BANK- Hanoi Branch; No 88 Hai Ba Trung St, Hoan Kiem Dist, Hanoi, Vietnam.

- Advance payment / Deposit are non-refundable for room guaranteed/booked over the stay dates as stipulated in the contract.
- All cancellation must be in written notice and received by the Hotel before **September 20, 2008**.
- Any room cancellation in 28 days prior to schedule will be charged for first night.
- Any room cancellation in 25 days prior to schedule will be charged for the two first nights according to booking status.
- Any room cancellation in 20 days prior to schedule will be applied 50% charge of the booking status.
- No show, shortened stay, or any room cancellation in 10 days prior to schedule will be applied 100% charge of the booking status.

Insist on a fax reservation confirmation copy from the hotel for guaranteed reservation & kindly fax back to acknowledge acceptance.