15 mm

25 mm

15 mm

10 mm

CITY

RESERVATION CONFIRMATION ———————————————— Helvetica Regular, 14pt
Leading 18pt

Helvetica Light, 9pt ——— To _____ From _____ Line: 0.25pt
Leading 13pt

Fax No. _____ Date _____

No. of pages including this sheet _____

Re: Hotel Accommodation, Your Confirmation No. is _____

WE ARE PLEASED TO CONFIRM YOUR HOTEL RESERVATION AS FOLLOWS ——— Helvetica Light, 8pt

Period of Stay _____ Check-in Date _____ Check-out Date _____

Mr./Mrs./Ms Surname _____ Name _____

Arrival Time/Flight _____ Departure Time/Flight _____

Room Type ☐ Club Floors ☐ Deluxe ☐ Standard ☐ Smoking ☐ Non Smoking

Daily Room Rate _____ ☐ Single ☐ Double ☐ Breakfast
☐ Extra Bed/Extra person

The above rate is subject to ___% service charge and ___% tax. ——— Helvetica Light, 8pt
Leading 13pt

Your assistance in providing us with the following details will help to ensure that your hotel check-in is convenient and haste free:

Residential Address _____ Passport No. _____

To guarantee your reservation, please provide your credit card details below. If flight arrival details or credit card details are not advised, the room will be released at 6:00pm.

Credit Card Type
☐ Visa ☐ Master ☐ Amex ☐ JCB ☐ Diners ☐ Other _____

Credit Card No. _____ Expiry Date _____

Please advise whether an airport pick-up is required. Limousine is available at CNY _____ (single trip)

Additional Remarks _____ Yours Sincerely

_____

_____ Reservations Department

No.1 Hotel Address, City, Region, Zip Code, Country ——— Helvetica Light, 8pt
t: xx.(x)xxx.xxxx | e: info.hotel@innarchivehotels.com | www.innarchivehotels.com Leading 11pt

10 mm

Material
120gsm White wove paper

Fonts
English font: Helvetica Light & Regular

Color
PANTONE 187C
PANTONE Warm Gray 11C

Size
210mm x 297mm

All dimensions in millimeters. Not to scale.