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| **HOTEL Reservation Form** |

Please complete this form and send it to the hotel reservation center via E-mail (eco@pullmanputrajaya.com) no later than **November 10, 2018.**

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| **A. Personal Information** | | | | | | | |
| First Name |  | | Last Name | |  | | |
| Affiliation |  | | Country | |  | | |
| Address |  | | | | | | |
| Phone |  | | E-mail | |  | | |
| **B. Hotel Information** | | | | | | | | |
| Check-in | |  | | Check-out | |  | | |
| **Hotel** | | **Room Type** | | **Room Rate** (MYR) | | **No of Night** | **Remark** | |
| Pullman Putrajaya Lakeside  **★★★★★** | | Deluxe Room  (Single/ Double) | | RM 280.00 nett | |  |  | |
| Sharing with | | □ Mr. □ Mrs. | | Name | |  | | |
| Special Request | | □ Smoking □ Non-Smoking □ Others ( ) | | | | | | |

\*NOTE 1. All rates are quoted in Malaysian Ringgit (MYR).

2. Triple sharing rates inclusive of extra bed and breakfast

3. Rates quoted are inclusive of breakfast for one (1) or two (2) or three (3) persons, served at a designated area.

4. The Malaysian Tourism Tax is a tax charged and levied on all tourists staying at any accommodation premises

made available by an operator at the rate fixed by the Minister of MYR 10 per room per night.

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| **C. Guarantee of Reservation** | | | | |
| \* If you do not provide a credit card number, your reservation will not be completed.  \* Credit card information is required to guarantee reservation, but no charges will be processed.  \* Upon receipt of information, reservations will be made and a confirmation e-mail will be sent. | | | | |
| Credit Card | □ VISA | □ JCB | Card No. | - - - |
| □ MasterCard | □ Others ( ) |
|  | |
| Expiration Date | / (mm/yy) | | Cardholder’s Name |  |

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| **D. Cancellation Policy** |

**a. Cancellation up to 14 days prior to your check in date.** : No Cancellation penalty

**b. Cancellation from 14 days to 7 days prior to your check in date.** : 30% charge of 1 night room rate

**c. Cancellation from 7 days before check in day to 18:00 on the check in date.** : 50% charge of 1 night room rate

**d. Cancellation or No show after 18:00 on the stipulated day of arrival:** 100% charge of one night room rate

**e. After that, reservation is cancelled automatically.**

**Complete this reservation form and send it to;**

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Pullman Putrajaya Lakeside

No.2, Jalan P5/5, Presint 5

62200 Putrajaya, Wilayah Persekutuan, Malaysia

Tel. +60 (3) 8890 0000

Email : sales3@pullmanputrajaya.com

http://www.pullmanputrajaya.com/