



付款同意書 Payment Authorization

收件人 Attention: _____ 發件人 From: _____
 公司名稱 Company: _____ 發件日期 Date: _____
 傳真號碼 Fax No: _____ 電話號碼 Tel No: _____
 電話號碼 Tel No: _____ 傳真號碼 Fax No: _____

本公司 Company Name: _____

The purpose of this letter is to confirm that I will be responsible for the following payment.

訂房代號 Confirmation No: _____ 入住日期 Date of Arrival: _____
 房客姓名 / 團名 Guest name: _____ 退房日期 Date of Departure: _____

房型 Room Type	說明 Description	間數 Number	價格 Price
SA 精緻客房/Executive Room	(雙人房)一大床Queen Bed (155cm*200cm)*1		
SR 標準客房/Standard Room	(雙人房)一大床Queen Bed (155cm*190cm)*1		
DSR 豪華客房/Deluxe Room	(雙人房)一大床Queen Bed (155cm*190cm)*1		
DR 豪華雙人房/Deluxe Double Room(king size bed)	(雙人房)一特大床King Bed (190cm*200cm)*1		
BR 商務客房(雙床)/Business Room (Twin bed)	(雙人房)二小床Single-s Bed (200cm*100cm)*2		
FR 闔家客房(四人房)/ Family Room (Double Double)	(四人房)二大床Single-s Bed (150cm*190cm)*2		

總計 Total Amount \$

支付範圍 Billing Instruction:

- 全部費用 All Hotel Charge 房租 Room Charge
 餐飲費用 Food & Beverage 接、送機費用 Transportation
 其他費用 Others _____

付款方式 Payment Method:

- 匯款 Remittance 富邦銀行古亭分行 012 帳號 Account: 3901-0279-1196
 戶名: 儷園飯店有限公司
 * 匯款完畢請將匯款收據傳真至 02-2368-1500 Please fax a cash remittance note after remitting.
- 信用卡支付 Pay by Credit Card: VISA、MASTER、AMEX、JCB、Union Pay
 卡號 Card No: _____ 有效期限 Expiry Date: _____
 持卡人簽名 Card Holder Signature: _____ (務必與背面簽名樣式相同)
 * 請附信用卡正反面影本 Please attach a copy of two sides of credit card.

統一發票 GUI 二聯式 三聯式 統一編號 GUI No. _____

發票抬頭 Invoice To: _____

郵寄地址 Address: _____

◎請於7日內付清所有應付款項(如有代支付項目恕不另開發票) Please pay all payments within 7days after receive this form.

◎住宿取消或延後, 已支付之訂金將依定型化契約相關規定為處理依據。If you cancel or extend this reservation, all the deposit will confiscate according to the standard form contract.

◎請勿逾期回覆, 已免影響權益。 Please reply this form as soon as possible to protect your right.

◎為保障雙方權益, 本契約僅供單次使用。To assure the right and interest of each party, this is one-time authorization.

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