

Example Hotel Booking Fax (See Blank Copy Attached)

FACSIMILE

From John England

To **RESERVATIONS**

FAX NUMBER: +66 2 261 7017

Rembrandt Hotel
Sukhumvit Soi 18
Bangkok

Please make and confirm the following reservation:

Guest Name: John England.

4 Pax for One Night (1) night:

One (1) Double superior room for Two (2) Adults + One (1) Twin superior room for Two (2) Children – Children are aged 10 and 12.

Both rooms together and joined by a room to room door.

Check in Saturday August 14th 2004

Check out Sunday August 15th 2004 – Please can we have a late checkout (1500hrs).

We are arriving from London on Flight BA-009 on Friday 14th August 2004 and we expect to arrive at the hotel at 17:00 Hrs.

I shall settle my account by Master Card: Card No. 1234-5678-1234-5678 Exp 03/05

Please confirm this booking to: FAX No + 44-1234-123-456 or by email to John.England@myemail.com

Regards

Note: Do not use abbreviations for dates, use the 24 hr clock and repeat essential information. Only give one name and repeat all numbers in brackets. It is also always best to type the fax rather than handwrite it if you can.

Visit www.thailand4kids.com for more help with your family holiday to Thailand

FACSIMILE

From

To **RESERVATIONS FAX NUMBER: +66**

Hotel.....

Please make and confirm the following reservation:

Guest Name:

.....Pax forNights (.....) Nights:

Room Details

.....

We shall Check in on

We shall Check out on

Please can we have a late checkout at.....hrs.

We are arriving fromon Flight Number

We expect to arrive at the hotel atHrs.

I shall settle my account by Master Card:

Card No.exp date.....

Name as Written on Card.....

Please confirm this booking to: FAX No..... or by email
to

Singed and Date