

Hotel Reservation & Payment

❖ Reservation & Payment for Hotel

Please fill out and facsimile or E-mail “Hotel Reservation Form” to PT Multi Prima Universal, **NO LATER THAN Friday, 19 August 2011** Your credit card information must be accompanied with the reservation form.

❖ Hotel Reservation

Please indicate the type of room in the reservation form. In case that the hotel is fully booked, PT Multi Prima Universal will offer you an alternative. And the hotel rate is subject to change

Hotel	Type of Room	Room Rate
Aryaduta (Five Stars Hotel)	Signature superior club room	Rp. 1.050.000 net/ room/ night
	Signature deluxe club room	Rp. 1.250.000 net/ room/ night
	Junior Suite	Rp. 1.700.000 net/ room/ night
	Signature Junior Suite	Rp. 1.900.000 net/ room/ night
	Business Suite	Rp. 2.700.000 net/ room/ night

❖ Payment Procedures for Hotel

Please make the payment at the hotel.

❖ Confirmation

Within a few days after receiving your reservation form and credit card information, PT Multi Prima Universal will send you the confirmation slip by facsimile or E-mail. Please bring the confirmation slip with you so as to make your hotel check-in smooth.

❖ Cancellation Policy

In case of cancellation of your reservation, you are requested to notify PT Multi Prima Universal by facsimile or e-mail. The following cancellation charges will be deducted from refunds.

Hotel Cancellations

4 days before arrival	No charge
3-1 day before arrival	20% of 1 st night room charge
On the day of arrival	80% of 1 st night room charge
Without notice	100% of 1 st night room charge

❖ **Contact Address for Hotel Reservation**

PT Multi Prima Universal

Information Technology Center Building, 4th Floor

Jl. Raya Bekasi Km 22

Jakarta Timur 13910

Phone : +62-21 468 29 250 / 287 / 254, Fax : +62-21 468 37 002

Email : mpu@mpu.co.id or natashah@mpu.co.id

Attn : Natasha Hediati, Cell. +62-812 8654 1110

Hotel Reservation Form

❖ Please complete and Email or fax this form on or before Friday, 19 August 2011

PT Multi Prima Universal
 Information Technology Center Building, 4th Floor
 Jl. Raya Bekasi Km 22
 Jakarta Timur 13910
 Phone : +62-21 468 29 250 / 287 / 254, Fax : +62-21 468 37 002
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❖ Please fill in the blanks bellow

Name : _____ [Mr / Mrs.]
Given Middle Family

Company name : _____

Email Address [Office / Home] : _____

Dept / Div : _____

Street : _____ City : _____

Zip Code : _____ Country : _____

Phone : (+ _____) _____ Fax : (+ _____) _____

Name of accompanying person (s) :

▪ (Mr/Mrs./Child) _____ (Age) _____

▪ (Mr/Mrs./Child) _____ (Age) _____

❖ Smoking Room Request : Smoking / Non Smoking (Please circle either one)

❖ **Hotel Reservation**

Hotel Name	Type	No. of Room(s)	Period of Stay	No. of night
Arya Duta (5 Stars Hotel)	Signature superior club room	_____ Room(s)	In : _____ Out : _____	_____ Night(s)
	Signature deluxe club room	_____ Room(s)	In : _____ Out : _____	_____ Night(s)
	Junior Suite	_____ Room(s)	In : _____ Out : _____	_____ Night(s)
	Signature Junior Suite	_____ Room(s)	In : _____ Out : _____	_____ Night(s)
	Business Suite	_____ Room(s)	In : _____ Out : _____	_____ Night(s)

❖ **How do you like to receive your Hotel Confirmation ? by [FAX / by E-MAIL]**

Notice :

- Please circle either Smoking or Non Smoking. (Please understand that depending upon occupancy, we may not be able to meet your wishes).
- In case of cancellation, please let us know immediately either by phone or e-mail. (Please refer to Cancellation Policy mentioned in separate sheet)

❖ **Credit Card Information**

Credit Card Company : VISA / Master Card / American Express

Card No. : _____ -- _____ -- _____ -- _____

Expiration Date : _____ (Month) / _____ (Year)

Signature : _____ Date : _____ / _____ / _____

❖ **Please Write neatly and correctly**

Purpose of Use :

- All the information we receive will be used to confirm the reservation only, and without the information, we cannot make reservation. (Any omission will not be accepted)
- All the information we receive will not be transferred or loaned to others.
- If you cancel your visitation, and the cancellation charge is applied, we will charge you by your card information based on Cancellation Policy (refer to the separate sheet). Then send you the receipt and a detailed statement later on.
- If we cannot charge you by received card information, we may contact you for any other information.