

To : Reservation Department  
 Fax : 603 8943 1122  
 Email : rm@palmgarden.com.my  
 : reservation@palmgarden.com.my



Confirm

Tentative

**FIT RESERVATION FORM**

Reservation       Amendment       Cancellation      Date: \_\_\_\_\_

Confirmation No. \_\_\_\_\_

Guest Name : \_\_\_\_\_ Caller's Name: \_\_\_\_\_  
 Company: \_\_\_\_\_ Contact No : \_\_\_\_\_ (tel) \_\_\_\_\_ (fax)  
 E-mail Add: \_\_\_\_\_ Returnee: \_\_\_\_\_ (Total no. of visits)

Arrival Date: \_\_\_\_\_ Arrival Time : \_\_\_\_\_ hrs Departure Date : \_\_\_\_\_  
 Flight Details: \_\_\_\_\_ (Flight no.) \_\_\_\_\_ (Arrival time) \_\_\_\_\_ (Departure Time)

**Accommodation Information and Special Request**

Room Type	No. of rooms	No. of Pax	Room only	Additional Breakfast @ RM25.00 Nett / Person	Rate Code	Special Arrangements
Heliconia Twin	<input type="text"/>	<input type="text"/>	<b>RM250.00 Nett</b>	<input type="text"/>	<input type="text"/>	_____
Orchid Twin	<input type="text"/>	<input type="text"/>	<b>RM280.00 Nett</b>	<input type="text"/>	<input type="text"/>	_____
Orchid King	<input type="text"/>	<input type="text"/>	<b>RM280.00 Nett</b>	<input type="text"/>	<input type="text"/>	_____
Anthurium Suite	<input type="text"/>	<input type="text"/>	<b>RM400.00 Nett</b>	<input type="text"/>	<input type="text"/>	_____

Smoking Room  Early arrival: \_\_\_\_\_ (hrs)  
 Non Smoking  Late check out: \_\_\_\_\_ (hrs)

\* For any early arrivals, we would require to secure the rooms one night before and chargeable at FULL ROOM RATE per room per night  
 \* For late check out before 6pm, HALF ROOM RATE per room per night would be appreciated.  
 \* For late check out after 6pm, FULL ROOM RATE per room per night would be implemented.

**Billing and Reservation Instruction**

Mode of payment:  Personal Account  
 GTD by:  Credit Card

**CREDIT CARD AUTHORISATION FORM FOR THE PAYMENT OF ROOM**

I, \_\_\_\_\_ NRIC/Passport No: \_\_\_\_\_ hereby undertake to pay the following hotel charges of RM \_\_\_\_\_

Cancellation must be made in writing and will be valid only upon receipt of confirmation from Hotel.

The following cancellation charges will apply:

A fee of ONE nights per room will be charged if the written cancellation is received by the Hotel less than three (3) days prior to arrival date for FIT.

In case of No - Show, the hotel will charge the first night of the bookings accordingly

Please debit my credit card account accordingly for the above charges incurred:

Signature as per credit card \_\_\_\_\_

Type of credit card : \_\_\_\_\_  
 Credit card number : \_\_\_\_\_  
 Visa/Master ID number : \_\_\_\_\_  
 Expiry date : \_\_\_\_\_  
 Cardholder's address : \_\_\_\_\_  
 Cardholder's Telephone number : \_\_\_\_\_  
 Remarks : \_\_\_\_\_

Please enclose photocopy of front and back of credit card with cardholder's specimen signature on credit card

Complete form with the valid credit card will be reply by the confirmation

House Use	<input type="text"/>	Remarks: _____
Comp	<input type="text"/>	_____
Upgrade	<input type="text"/>	_____
Special Rate	<input type="text"/>	_____
Recommended by :	_____	Approved by: _____
	Name	General Manager

Taken by: _____
Date: _____
Keyed in by: _____
Date: _____