

	<b>RESOURCE LIBRARY - RESERVATIONS</b> <b>Reservation Confirmation Sheet</b>	<b>CODE:</b> 03.01.024
		<b>EDITION:</b> 1
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**To :** \_\_\_\_\_ **Fax :** \_\_\_\_\_  
**Company :** \_\_\_\_\_ **Date :** \_\_\_\_\_  
**Guest :** \_\_\_\_\_ **Travel Agent:** \_\_\_\_\_

Thank you for choosing the XYZ Hotels & Resorts as your preferred hotel for accommodation during your visit to the UAE. Further to the request we are delighted to confirm the details of your reservation as outlined below:

Confirmation No. : \_\_\_\_\_  
 Guest Name : \_\_\_\_\_  
 Arrival Date : \_\_\_\_\_  
 Flight Details : \_\_\_\_\_  
 Departure Date : \_\_\_\_\_  
 Number of Guest(s) : \_\_\_\_\_  
 Room Type : \_\_\_\_\_  
 Room Rate : \_\_\_\_\_  
 Payment Method : \_\_\_\_\_  
 Billing Instructions : \_\_\_\_\_  
 Remarks : \_\_\_\_\_

#### **Early arrivals / Late departure**

To ensure rooms and suite are available for early arrivals, they must be reserved and paid for the night prior. Late departure from 3:00 pm to 7:00 pm will be charged half day, while after 7 pm a full day charge applies.

#### **Late arrival policy**

Non-guaranteed bookings will be held until 6 pm hotel time. For late arrivals, kindly guarantee your bookings by providing credit card details or company covering letter.

#### **Cancellation & No-Show policy**

The hotel accepts cancellation of your booking at no charge 24 hours prior to your arrival date. In case of late cancellation or no-show, 1 night charge will apply for guaranteed bookings and will be invoiced to the above mentioned company / credit card. Cancellation of a group (10 rooms or more) requires 72hrs notice prior to arrival.

#### **Airport transportation**

Airport transfer to / from Queen Alia International Airport are provided by the hotel upon request. Kindly advise the complete flight details at least 24 hours prior to the date of arrival. You will be advised at the time of booking of the applicable charges.

Whatever we can do to make this stay at the Millennium Hotel Amman extra special, kindly contact us via phone, fax or email and we assure you of our attention to every detail of your request.

Sincerely yours,

\_\_\_\_\_  
Reservations Department