

Subject: Reservation Request() / Inquiry() **Date:**
To: Name: Reservation Desk
Company: **Benikea Hotel Asia**
Address: 33, Sinjang-ro, Pyeongtaek, Gyeonggido, 17760, Korea
Phone No.: +82 31 664-2367
Fax No.: +82 31 664-7294
Homepage: www.asiahotel.kr
Email: admin@asiahotel.kr
Email2: asiahotelkorea@gmail.com

I'd like to make the reservation request() / inquiry() as follows:

1. Name(s) of Guest(s):

2. Number of Guest(s):

3. Number of Room(s): Single() Double() Twin() Suite() Family()

Room Preference: Soft bed() Big jacuzzi() Handicapped() Night shift()

4. Check-In Date & Time:

Airport Pickup: Yes() / No() Flight Info:

(Airline name, flight number, and local arrival date & time)

5. Check-Out Date&Time:

Airport Sending: Yes() / No() Flight Info:

(Airline name, flight number, and local departure date & time)

6. Breakfast Service: Yes() / No() Preference:

(Like/Dislike such as vegetarian, lunchbox request, etc.)

7. Commuting Support: Yes() / No() Location:

(Location, company name, and/or the phone no.)

8. Other Services: Laundry() Rent-a-car() Postal service() Travel guide()

9. Payment By: Guest() Company() Credit Card Info:

(Card holder's name, credit card number, and expiration year and month)

(It is required to warrant the reservation, especially for the late arrival.)

10. Remark:

Requested by:

Name:

Company:

Address:

Phone #:

Fax #.

Email:

Homepage: