**Reservation Confirmation and Credit Card Authorization Form**

**Greetings! Please confirm the following booking details and fill out the**

**following form in order to complete your reservation process. Thank you!**

**Dear**\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_ | | | **Date/Case Officer:** \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | (For Hotel use only) | |
| **Name of Resident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **Reservation Code:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | (For Hotel use only) | |
| **Check-in Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **Check-out Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | |
| **Contact Number :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **Contact E-mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | (Important) | |
| **Room Type** | **# of Rooms** | **Weekday**  **Price** | | **Weekend Price** | **Special Day Price** | **Subtotal** | | **Notes** |
| **Single Room (Windowless)** |  |  | |  |  |  | |  |
| **□Finders Double (Windowless)**  **□Finders Twin (Windowless)** |  |  | |  |  |  | |  |
| **□Superior Double**  **□Superior Twin** |  |  | |  |  |  | |  |
| **□Exectuive Double**  **□Exectuive Twin** |  |  | |  |  |  | |  |
| **Deluxe Double** |  |  | |  |  |  | |  |
| **VIP Double** |  |  | |  |  |  | |  |
| **Deluxe Triple** |  |  | |  |  |  | |  |
| **Deluxe Family** |  |  | |  |  |  | |  |
| **Subtotal** |  | | | | | | | |
| **Package** |  | | | | | | | |
| **Total** | **NT$** | | |  | | | | |

**◎** In order to confirm your reservation, please complete the following credit card authorization form and fax it back to +886-2-2381-9595 or email to [finders.hotel@gmail.com](mailto:finders.hotel@gmail.com) by (month)/ (date).

1. If we are unable to retrieve your complete credit card information, your reservation cannot be guaranteed.
2. Hotel will charge **50% of the total room cost** as an advance deposit to the below credit card.

**Amount = NT$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X 50% = NT$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Issuing Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Card Type: □ Visa □ Master □ JCB □ Others

Credit Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_MM/\_\_\_\_\_\_\_\_YY

CVC2/CVV2: \_\_\_\_\_\_\_\_\_\_\_\_ (mandatory field) is the 3-digit number listed in the signature panel on the back of card.

Card Holder’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Same as the signature on your credit card)

**◎ Important notes:**

1. Check-in starts at 15:00; all check-outs must be done before 12:00.
2. For any date changes or cancellations, please inform us at least 7 days prior to your original arrival date; changes or cancellations made 5-7 days prior to the date of arrival will incur a 50% charge of the deposit; changes or cancellations made less than 5 days prior to the date of arrival will incur a 100% charge of the deposit. There are no refunds for early check-outs and “no shows”.
3. If you’d like to change or cancel your reservation, please inform us before \_\_\_\_\_\_\_\_DD/\_\_\_\_\_\_\_\_MM/\_\_\_\_\_\_\_\_YY.
4. Thank you for choosing Finders Hotel, we look forward to seeing you soon (reservation automatically becomes null and void if any unauthorized changes to this form is made).