



# 3M NANO 2018

Manipulation, Manufacturing and Measurement on the Nanoscale

Hangzhou - China

**FOUR POINTS**  
BY SHERATON

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Hangzhou Binjiang

杭州龙禧福朋  
喜来登酒店

To

Company

Address

Tel

Fax

Email

Date 20 April 2018

Hi,  
您好,

Thanks for choosing us. We're looking forward to seeing you soon at the Four Points by Sheraton Hangzhou, Binjiang. We've got a nice, comfortable bed waiting for you.

谢谢您选择了我们，期待与您在杭州龙禧福朋喜来登酒店见面。我们为您的出行准备了福朋舒适之床。

You have a safe trip, now.

简约舒适之旅，从福朋开始。

Your Friends at Four Points

**Confirmation No.**

预定确认号

**Name of Guests**

客人姓名

**Arrival date**

入住日期

**Departure date**

离店日期

**Number of rooms**

客房数

**Adult/Children**

成人/儿童

**Room type**

客房类型

**Service Charge**

服务费

Room rate include 10% service charge and 6% VAT

客房房价包含 10%服务费和 6%的增值税

**Remarks**

备注

Room rate is RMB650net with one breakfast per room per night.

No smoking.

All Charge to guest own account.

## Terms and Conditions of Reservation

- ( ) If a non-guaranteed reservation, booking will be released by 18:00 hours on the day of arrival.  
对于在预订时未付款的担保预订，客房将保留至入住当日的 18 时。
- ( ) If a guaranteed booking, room will be held 24 hours & if a “no show” will be charged one night room fee.  
对于在预订时付款的担保预订，客房将保留 24 小时。逾期取消或者客人未到,酒店将向阁下收取每间房的首晚房费作为逾期取消或未到店补偿费用。
- ( ) If a fully guaranteed booking, room will be held for the whole period & if a “no show” will be charged full room fee.  
对于在预订时付款的全额担保预订，客房将保留整个预订日期。逾期取消或者客人未到,酒店将向阁下收取每间房的全额担保房费作为逾期取消或未到店补偿费用。

## Reservation Guarantee

In order to guarantee the reservation/transfer service, please write the e guests Credit card in the space provided.

Credit card type :

Expiry date :

## Check-in and Check-out times

Kindly note that check-in is 2:00pm and check-out is 12:00 noon. In order to minimize any delays upon check in, please provide us with your arrival time upon booking. If you wish to arrival early or departure early, please contact with us in advance and it depends on room availability.

请留意，客房入住时间为当天下午 2 点，离店时间为当天中午 12 点。为了让您的旅途更加方便舒适，请在预定时和我们确认您的到达时间。如果您需要提前入住或离店，请提早联系我们。我们视酒店情况尽量满足您的要求。

## Kindly Remind

value added tax(VAT) will be implemented in China as of 1 May 2016, and the room charge and charges for another hotel services will be subject to V AT if VAT is in effect at the time such charges are charged.

中国大陆地区将从 2016 年 5 月 1 日起改征增值税。自生效之日起，房费和酒店内其他消费将被征收增值税。

Demanded by national ministry of public security, while check-in, all of Chinese citizens must show the identity cards (residence booklet is required for children), other papers are considered to be invalid. If you can't show us the identity card or residence booklet, the hotel shall have the right to refuse to check-in. We do apologize for the inconvenient!

应国家公安部要求，所有中国公民入住酒店必须出示居民身份证（儿童需登记户口簿），其他证件均视为无效，且入住人员必须满足一人一证。如您无法出示居民身份证，酒店有权拒绝办理入住业务。由此给您带来不便，我们深表歉意。