



GUEST DETAILS

Last Name: (Mr/Mrs/Miss)	<input type="text"/>	First Name:	<input type="text"/>
Title:	<input type="text"/>	Company:	<input type="text"/>
Address:	<input type="text"/>		
State/Country:	<input type="text"/>	Zip/Post Code:	<input type="text"/>
Telephone:	<input type="text"/>	E-mail:	<input type="text"/>
Passport No:	<input type="text"/>	Issue Date:	<input type="text"/>
		Expiry Date:	<input type="text"/>
Nationality:	<input type="text"/>	Place of Issue:	<input type="text"/>
Arrival Date:	<input type="text"/>	Flight:	<input type="text"/>
		Time:	<input type="text"/>
Departure Date:	<input type="text"/>	Flight:	<input type="text"/>
		Time:	<input type="text"/>

ADDITIONAL GUEST

Last Name: (Mr/Mrs/Miss)	<input type="text"/>	First Name:	<input type="text"/>
Title:	<input type="text"/>	Company:	<input type="text"/>
Address:	<input type="text"/>		
State/Country:	<input type="text"/>	Zip/Post Code:	<input type="text"/>
Telephone:	<input type="text"/>	E-mail:	<input type="text"/>
Passport No:	<input type="text"/>	Issue Date:	<input type="text"/>
		Expiry Date:	<input type="text"/>
Nationality:	<input type="text"/>	Place of Issue:	<input type="text"/>
Arrival Date:	<input type="text"/>	Flight:	<input type="text"/>
		Time:	<input type="text"/>
Departure Date:	<input type="text"/>	Flight:	<input type="text"/>
		Time:	<input type="text"/>

BOOKING DETAILS

No: _____ Superior Room	<input type="checkbox"/> Single @ R\$635.00 per night	Check-in Date:	<input type="text"/>
No: _____ Superior Room	<input type="checkbox"/> Double @ R\$635.00 per night	Check-out Date:	<input type="text"/>
No: _____ Deluxe Room (Sea View)	<input type="checkbox"/> Single @ R\$715.00 per night	Check-in Date:	<input type="text"/>
No: _____ Deluxe Room (Sea View)	<input type="checkbox"/> Double @ R\$715.00 per night	Check-out Date:	<input type="text"/>

Please note that breakfast is not included in the room rate and is charged at an additional R\$60.00 +10% per person

Comments:

CARD DETAILS (please attach a copy – front and back – of your credit card in order to guarantee your reservation)

<input type="checkbox"/> AmEx	<input type="checkbox"/> Diners Club	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> Other	
Card Holder:	<input type="text"/>	Expiry Date:	<input type="text"/>	Security Code:	<input type="text"/>
Card No:	<input type="text"/>	Signature:	<input type="text"/>		

I authorise the hotel to charge one night on the chosen room rate in case of no show

RESERVATION CONFIRMATION (to be completed by Sofitel Rio de Janeiro only)

We accept your reservation with pleasure.

Accepted by:	<input type="text"/>	Date:	<input type="text"/>
Reservation No:	<input type="text"/>		

TERMS AND CONDITIONS

- ◆ Check-in time is 14:00 hours, Check-out time is 12:00 hours
- ◆ Above rates are quoted on a per room per night basis and are subject to 10% service charge, 5% ISS government tax and R\$9 city room tax
- ◆ All reservations are subject to availability at the time of booking
- ◆ Requests received after 15 February 2012 will be accepted on a space available basis only
- ◆ No charge will be made for cancellations made in writing up to four (4) days prior to arrival date
- ◆ After this time a charge of one-night's stay will be made for cancellations
- ◆ No-shows will result in a 100% charge