

## Fax Reservation Form

Fax to **+48.22.652.21.13** (Poland) *or* **+1.310.601.1881** (USA)

### GUEST INFORMATION:

Last Name (Surname or Family Name):		First Name:		Middle Initial(s):
Street Address:				Daytime Phone #: ( )
City:	State:	Zip (Postal) code:	Country:	Evening Phone #: ( )
E-mail address:				Fax #: ( )

### COMPANY INFORMATION: (only necessary if an invoice is required for a reservation being made by a company on behalf of an employee)

Company Name:				Phone # (include extension): ( )
Company mailing address:				Fax #: ( )
City:	State:	Zip (Postal) code:	Country:	Company Stamp: %
Contact Person (person making and authorizing the reservation):		Tax number†:	Business number†:	
E-mail address for Contact Person:				

### RESERVATION INFORMATION: (‡)

Arrival Date (MM/DD/YY):	Number of nights:	<input type="checkbox"/> Smoking <input type="checkbox"/> Non smoking <input type="checkbox"/> No preference	Special request / Additional information: (e.g. number and ages of any accompanying children – and whether they will be staying in parent's room)		
Hotel name:		City:			
Room type:	1 person	2 person	3 person	Apartment	Other (specify)
Number of rooms:					

### PAYMENT INFORMATION:

<input type="checkbox"/> CREDIT CARD					
Type of Credit Card:		Credit Card Account #:		Expiration date:	CVV Code(¶):
Cardholder's Name (exactly as on card):				Cardholder's Signature:	
Credit Card Billing address: (if different from mailing address provided in Guest Information section above)					
City:	State:	Zip (Postal) code:	Country:	Phone # (on file with Card Co.): ( )	
<input type="checkbox"/> BANK TRANSFER (§) (Please fax confirmation of bank transfer to <b>+48.22.6522113</b> [Poland] <i>or</i> <b>+1.310.601.1881</b> [USA])					
Account number for payment in EURO: <b>8210301016000000007164029</b> Bank Handlowy S.A. 1 O/Warszawa					
Account number for payment in USD: <b>1310301016000000007164010</b> Bank Handlowy S.A. 1 O/Warszawa					

#### Notes:

† Required only if VAT invoice needed

% Optional

‡ Confirmation of reservation will be made within 24 hours on weekdays and 48 hours on weekends.

§ Reservation must be made, and bank transfer confirmation Fax must be received, a minimum of 3 business days prior to first night's stay

¶ "Card Verification Value Code". Also known as CVC, CVV2 (Visa), CVC2 (MasterCard), or CID (American Express) number. A security feature consisting of a three- or four-digit code for "card not present" transactions. This number is printed on your MasterCard & Visa cards in the signature area on the back of the card (it is the last 3 digits AFTER the credit card number in the signature area of the card). For American Express cards, you can find your four-digit card verification code on the front of your card above the credit card number on either the right or the left side of the card.