

**Subject:** Reservation Request( ) / Inquiry ( )

**Date:**

**To:**

Reservation Desk  
**Benikea Hotel Asia**  
33, Sinjang-ro, Pyeongtaek  
Gyeonggido, 17760, Korea  
Tel: +82 31 664-2367  
Fax: +82 31 664-7294  
Website: [www.asiahotel.kr](http://www.asiahotel.kr)  
Email: [admin@asiahotel.kr](mailto:admin@asiahotel.kr)  
[asiahoteltokorea@gmail.com](mailto:asiahoteltokorea@gmail.com)

**From:**

Name:  
Company:  
Address:  
  
Tel:  
Fax:  
Website:  
Email:

I'd like to make a 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 time)

**5. Check-Out Date & Time:**

Airport Sending: Yes( ) / No( ) Flight Info:  
(Airline name, flight number, and local arrival time)

**6. Breakfast Service:** Yes( ) / No( ) Preference:  
(Like/Dislike such as vegetarian, Lunchbox, etc.)

**7. Commuting Support:** Yes( ) / No( ) Location:  
(Company name, phone no., required time)

**8. Other Services:** Laundry( ) Rent-a-car( ) Travel Guide( ) Postal Service( )

**9. Credit Card Info:**

(Card holder's name, credit card number, expiration month/year, and 3 digit CVC)  
(It is required to warrant the reservation. You may cancel the reservation without any charge with two day notice prior to the check-in date. Cancellation within two days before the check-in will be charged for a day. No show will be charged for a day and the reservation will be canceled.)

**10. Remarks:**

**Requested By:**