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| **RESERVATION FORM**  **NAZIV SASTANKA - “COST” MEETING**  **31.10.-04.11.2018.** | | | |
| **Please complete the required form & return BACK by e-mail.**  **E-mail:** [**info@envoyhotel.rs**](mailto:info@envoyhotel.rs) | | | |
| **LAST NAME:** | | **FIRST NAME:** | |
| **ADDRESS:** | | **POSTAL CODE:** | |
| **E-MAIL :** | | **PHONE:** | |
| **ACCOMMODATION INFORMATION** | | | |
| **ARRIVAL DATE:** | | | **DEPARTURE DATE:** |
| **ARRIVAL TIME:** | | | **DEPARTURE TIME:** |
| **Standard Room (Single use)**  **Surcharge for double use**  **Junior suite- single use** | | | * **EUR 95** per room / per night * **EUR 15** per person / per night * **EUR 115** per room/ per night   \*Includes breakfast and VAT while city tax (**155 RSD** per person / per night) will be additionally charged. |
| **PAYMENT AND CANCELLATION TERMS**  1.As guarantee of your reservation we require your credit card number with the expiration date. All the reservations will be upon request and availability.  2. Final settlement upon arrival from the hotel.  Cancellation Policy:   * In case of cancellations 3 days prior the arrival date or NON SHOW, you will be charged with total. * Please note that in case of any change or cancellation will be valid only in written.   Reservation must be completed up to **September 15th 2018.**  **Transfer: Airport – Hotel (one way) EUR 25**  **Parking place/ per day…………………………………………………………………….EUR 15** | | | |
| **Transfer** : YES NO | Arrival time (flight number): | | |
| **Name od Card Holder:** | | | |
| **I authorize you to debit my credit card for the above accommodation expenses.**  **CREDIT CARD:** | | | |
| **Credit card** | | | |
| **Card No:** | | **Card expiry date:** | |
| **Signature:** | | **Date:** | |