


Reservation & Confirmation

Date:	Total Page (including this sheet):
To:	From:
Company:	Ryokan Asakusa Shigetsu  1-31-11 Asakusa Taito-ku Tokyo-to JAPAN, 111-0032 TEL: 81-3(tokyo)-3843-2345 FAX: 81-3(tokyo)-3843-2348 E-mail: info@shigetsu.com HP: http://www.shigetsu.com
Section:	
Phone:	
Fax:	

Dear Sir / Madam

We received your reservation Fax today. Thank you very much. We are delighted to confirm your reservation. If you certainly come to our "Ryokan". Please send back the confirmation Fax, as soon as possible.

When we don't receive your confirmation Fax within a week your reservation is to become invalid.

In response to your request, we will hold the following accommodation on your behalf.

Full Name :	Mr. _____			
	Ms. _____			
Period of Stay :	First Stay	Check in Date	Check-out Date	night(s)
	Second Stay	Check in Date	Check-out Date	night(s)
Number of Guest :	Adult(s)	Child(ren)	Age: _____	
	(Male) _____	(Female) _____		
Number of Room(s) :	Single Use	Twin Use	Triple Use	
	Japanese room (with / without bath)			
	*Room charge per night per room			
Western room (with bath)				
	*Room charge per night per room			
Approximate Arrival Time	_____		Flight No.	_____ / _____
Please fill in your card number	Card No.	_____		
<input type="checkbox"/> AMEX				
<input type="checkbox"/> VISA				
<input type="checkbox"/> MASTER				
Expiration Date	(MM/YY) _____			
Name of Card Holder	_____			
E-mail address(we will send a confirmation e-mail)	_____ @ _____			

NOTICE:

When you give us your credit card number, you are assured that a room will be hold for you until check-in time on the day following your planned arrival. You may cancel your reservation at no cost by notifying us before the day prior to your planned arrival. If you fail to do this, you will be charged a fee based on the slated daily rate plus tax as follows.

2 days before	-----	50 %
1 day before	-----	80 %
No arrival	-----	100 %

Please return this form by Fax before / / . If you fail to do this, your reservation will be canceled.

OTHER NOTICE:

Check-in time is between 15:00 and 22:30 (We are pleased to keep your luggage, if you arrived before 15:00.)

Entrance is closed 23:00, and Check-out time is 10:00AM

We have prepared the cleaning time of the room from 10:30 a.m. before 3:00 p.m. when staying. Please understand beforehand that you withhold stay of the time zone.

We are looking forward to seeing you .

Yours sincerely,