



SUNWAY HOTEL
PHNOM PENH

Friday, 13th November 2015

Total pages: 03

Mr. Sam Nirath
Deputy Director International Corporation
MINISTRY OF POSTS & TELECOMUNICATION
No. 13, Street 102, Phnom Penh
Cambodia

Tel: 012 85 87 87/016 833 787
Email: angkorsam@yahoo.com

Ref: S&M/MK/13-11/01430

REF: ACCOMMODATION ARRANGEMENTS IN DECEMBER 2015

Dear Mr. Sam,

Warm greetings from Sunway Hotel Phnom Penh!

Thank you for considering our Hotel to accommodate your delegation. On behalf of the Hotel, I am delighted to append on the following arrangements for the coming group on 7th to 10th December 2015, for your kind perusal and confirmation.

1). ACCOMMODATION ARRANGEMENT:

GUEST'S NAME : Please advice
Check in : 07 December 2015
Check out : 10 December 2015
No of room : 20 rooms (20pax)

ROOM RATE:

- Deluxe room (31sqm): US\$90.00 nett for single and US\$100.00 nett for double or Twin
- Deluxe with Balcony (54qsm): US\$105.00 nett for single and US\$115.00 nett for double or Twin
- Executive Suite (69qsm): US\$185.00 nett for single and US\$195.00 nett for double or Twin

The above rates are inclusive of: -

- Prevailing 10% Government Taxes, 10% Service Charge, 2% Accommodation Taxes
- Daily buffet breakfast
- Free WiFi all in guest rooms and hotel outlets.
- Complimentary Coffee / Tea making facility, bottled drinking water in the room
- Complimentary usage of Hotel's Gym, Sauna, Steam Bath and Jacuzzi (Jacuzzi is applicable for gentlemen)

TRANSPORTATION (PICKUP/TRANSFER FROM/TO AIRPORT):

- TAXI (1-3 Seated) – US\$15.00 nett per way
- VAN (1-8 Seated) – US\$20.00 nett per way
- BUS (35 seated) – US\$95.00 nett per full day rental (08:00 to 17:00)
- BUS (35 seated) – US\$55.00 nett per way within 8km from Sunway Hotel
Additional surcharge 50% for off operation hour from 20:30 to 06:30 am

TERM AND CONDITION ACCOMMODATION

The exacted number of rooms and rooming list is required at least 20 days prior to arrival date. Kindly note that any changes or reduction in rooms must be informed to the hotel at least 20 days prior to arrival, otherwise the following charge will apply:

Cancellation or reduction made less than:

- 20-16 days prior to arrival date: 30% of total amount will be charged
- 15-11 days prior to arrival date: 50% of total amount will be charged
- 10-5 days prior to arrival date: 70% of total amount will be charged
- 4 days, same day cancellation or No-Show: 100% total amount will be charged

REMARK: Currently we are fully booked on 7 to 9 Dec and we keep your request in waiting list.

MODE OF PAYMENT: Please advice



SUNWAY HOTEL
PHNOM PENH

Sunway Hotel Phnom Penh, No. 1, Street 92, Sangkat Wat Phnom, P.O. Box 633, Phnom Penh 12202, Cambodia
Tel +855 23 430 333 Fax +855 23 430 339 E-mail enquiryshpp@sunwayhotels.com Website sunwayhotels.com

Managed by Sunway International Hotels & Resorts (430654V)



SUNWAY HOTEL
PHNOM PENH

Dear Mr. Sam, all arrangements are in agreement, would very much appreciate if you could sign and return one copy of our letter as confirmation of acceptance of this booking and its arrangements made.

Should you have any further enquiries, please do not hesitate to call me by HP: 012 94 50 80/62 10 40 or E-mail me at touchao@sunwayhotels.com I can also be contacted at the Hotel on extension #8020.

Assuring you our best attention and services at all times. Thank you and regards.

Yours sincerely
For and on behalf of
SUNWAY HOTEL PHNOM PENH

Touch Angousspheap (Mickey)
Director of Sales, Sales & Marketing

I/We hereby confirm the above mentioned
arrangement and reservations:

.....

Name / Co. stamp:
Title :

Cc: S&M/Reservation



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SUNWAY HOTEL
PHNOM PENH

RESERVATION FORM
MINISTRY OF POST & TELECOMMUNICATION Group (7-10 December 2015)
SUNWAY HOTEL PHNOM PENH

PLEASE TYPE OR PRINT IN BLOCK LETTER		
One (1) form for each Delegate (Please tick '✓' as appropriate)		
Title	<input type="checkbox"/> H.E	<input type="checkbox"/> Dr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Mr. <input type="checkbox"/> Other
First Name		
Last Name		
Date of Birth		
Accompanying Person :	Relationship	
Address (Location / Postal):	Telephone :	
	Fax No:	
	Email Address :	
Organization name: Title /Designation :	Country :	
Arrival Date : Flight No: Time :	Departure Date : Flight No: Time:	
Airport Pick up: <input type="checkbox"/> Taxi (3 seats max – US\$15.00/way) <input type="checkbox"/> Van (8 seats max – US\$20.00/way) <input type="checkbox"/> NO	Transfer to Airport : <input type="checkbox"/> Taxi (3 seats max – US\$15.00/way) <input type="checkbox"/> Van (8 seats max – US\$20.00/way) <input type="checkbox"/> NO	
Do you have special requirements we should know about? (Medical, Religious, Dietary etc.):		
ACCOMODATION INFORMATION		
ROOM TYPE	Rate/night	Rate/night
DELUXE ROOM (31sqm)	<input type="checkbox"/> Single \$85	<input type="checkbox"/> Double /Twin \$95
DELUXE WITH BALCONY (54sqm)	<input type="checkbox"/> Single \$100	<input type="checkbox"/> Double/Twin \$110
TO GUARANTEE YOUR RESERVATION, PLEASE KINDLY COMPLETE BELOW REQUIREMENT:		
Type of Card: _____ Credit Card Number: _____ Date of Expiry: _____		
Name as appeared on Card: _____ Amount of Authorised Charges: _____		
I, _____ Passport No: _____		
Hereby authorize Sunway Hotel Phnom Penh, to charge my credit card as stated above and understand the authorization is irrevocable. My address and contact number are :-		
Agreed & Accepted by Cardholder (Signature): _____ Date: _____		
RESERVATION CONTACT POINT:	SALES CONTACT POINT:	
Sunway Hotel Phnom Penh 1, Street 92, Sangkat Wat Phnom P.O. Box 633, Phnom Penh 12202 Kingdom of Cambodia Tel: +855 23 430 333 Fax: +855 23 430 339 Mobile: +855 12 681 525 Email: bookroomshpp@sunwayhotels.com	Touch Angousspheap-Mickey(Ms), Director of Sales - Sales and Marketing Sunway Hotel Phnom Penh 1, Street 92, Sangkat Wat Phnom P.O. Box 366, Phnom Penh 12202 Kingdom of Cambodia Tel: +855 23 430 333 Fax: +855 23 430 339 Mobile: +855 12 62 10 40/ 94 50 80 Skype: mickeytaop Email: touchao@sunwayhotels.com	
Please make booking your room through the provided reservation and subject to availability.		

