



November 28, 2023

National Tsing Hua University
Ms.Fan
03-571-5131 #33116

Dear Ms. Fan ,

Greetings from The Landis Taipei!

We would like to express our gratitude for your continuous support. We certainly look forward to your patronage, and are pleased to enclose our preferred corporate rate agreement for your perusal.

2024 CORPORATE RATES

Room Categories	Published Rate	Corporate Rate
Superior Room	NT\$12,800+10% S.V.C.	NT\$ 4,900 NET
Deluxe Room	NT\$18,800+10% S.V.C.	NT\$ 6,400 NET
Executive Suite	NT\$22,800+10% S.V.C.	NT\$ 7,900 NET
Corner Suite	NT\$26,800+10% S.V.C.	NT\$ 9,400 NET

- I. The above rate will be effective from January 2, 2024 until December 30, 2024, and quoted per room night with one daily breakfast, up to a maximum of double occupancy.
- II. For double occupancy, an additional charge of **NT\$450 NET** daily for the second daily breakfast .
- III. NT\$ 1,800 NET will be applied for the third occupant with one daily breakfast and an extra bed and this is only available for Deluxe Room and above.
- IV. Corporate rates are not applicable during New Year January 1, 2024 、 Lunar New Year February 7~14, 2024 and Year-End December 31, 2024 ~ January 1, 2025.
- V. Reservations will be accompanied with a room confirmation letter from the hotel.
- VI. Failure to cancel 72 hours prior to arrival will incur a penalty charge equivalent to one night room charge. Cancellation is based on 12:00PM Taipei time (GMT +8).
- VII. Guest check in time is 3:00 PM. Rooms confirmed will generally be available for check-in after 3:00 PM on the date of arrival. Guests arriving prior to this time will be allocated rooms as soon as the rooms become available. For all early check-ins, we strongly recommend that you reserve the rooms one night before in order to guarantee early check-in.
- VIII. Check out time is 11:00 AM. Guests requiring special consideration for late checkout should make their request when placing reservations. Subject to availability, the rooms might be extended until 6:00 PM at a charge of half the room rate plus 10% service charge per room, and subject to availability. After 6:00 PM, rooms will be charged at the full rate.
- IX. Complimentary services for all room types:
 - Wireless internet access in hotel.
 - Two-hour usage of Business Center Conference Room per day (subject to availability).
 - Shoe-shine service.
 - Usage of the fully equipped Fitness Center.
 - Online newspaper and iPad smart guest room.
 - Parking privileges will be provided to overnight guests and two hours complimentary parking

will be extended to the visitor of our registered guests. Please contact Front Office for details.

RESERVATION PROCEDURES

For individual reservations, please call the direct reservation hotline at 886-2-2597-1234. For a group booking of 8 rooms or above, please contact **Shenny Lin , Assistant Account Manager** at 886-2-7735-2357. All bookings must be made directly by your company with specification of the company name to secure your preferred rates. Should you appoint an official travel agent to handle your reservations, please advise us of this arrangement in writing to ensure your corporate rate.

GUARANTEE OF ROOM RESERVATIONS

Credit card guarantee is highly recommended to secure room reservations. Failure to cancel 72 hours before arrival date will incur a one-night room charge for NO SHOW.

COMPANY ACCOUNTS AND CREDIT ARRANGEMENTS

Prior approval must be obtained no less than 72 hours before the guest's expected arrival date if charges and invoices are to be billed to your company. A written request is required with the authorized signatures on company letterhead, stating the guest's name, the period of his/her stay and the services and amenities which the company will cover such as the room rate, breakfast, internet, incidentals, etc.

PAYMENT TERMS

Full payment is required prior to the guest's departure unless the Hotel has granted a written credit arrangement in advance.

Payable : The Landis Taipei Hotel Co., Ltd.

Bank Name : The Medium Business Bank of Taiwan Chien-Kuo Branch

Bank Tel : (02)2509-7171

Address : No4, Sec.3, Minguan East Road, Taipei City 104, Taiwan (ROC)

Acc No : 00101002020

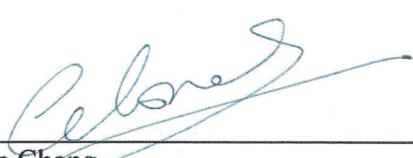
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CONDITIONS

Only direct and contracted employees of **National Tsing Hua University** are eligible for preferred corporate rates, which must be booked directly via the hotel's reservations department or through a non-commissionable agent. Direct billing of guest charges is available if a credit application is made through our accounting department in advance.

We trust this agreement meets your approval and look forward to the return of the original agreement duly signed. In the meantime, if you have any questions or concerns, please do not hesitate to contact your **Shenny Lin , Assistant Account Manager** at your convenience.

For and on behalf of
The Landis Taipei



Celine Chang
Director of Sales and Marketing

National Tsing Hua University



Accepted and Agreed by