

**Airport Shuttle Service (Seat-In-Coach)**

Please complete & return this form by email or fax:

**Gray Line Tours of Hong Kong Ltd – Ms Eugenie Lok**

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(PLEASE TYPE OR PRINT CLEARLY)

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Person to Contact \_\_\_\_\_

**ARRIVAL TRANSFER FROM HONG KONG AIRPORT TO HOTEL**

Please approach the service counter “**B01**” (Arrival Hall B) at the Hong Kong Airport for assistance; Depart every 30 minutes; Service hours 0700 to 2300 hours (NOT available for flight with arrival later than 21:00 hours).

**DEPARTURE TRANSFER FROM HOTEL TO HONG KONG AIRPORT**

Please approach the Hotel Concierge at specific time; Drop-off at departure level of Hong Kong Airport; Depart every 1 hour; Service hours from 0600 to 2100 hours (NOT available for flight departure earlier than 09:30 hours); **Hotel pick-up time will be informed upon booking, normally 3-4 hours prior to flight departure time and guest must be ready to depart 15 minutes prior to the pick-up time.**

**Baggage allowance:** Each passenger can check-in a maximum of 2 pieces of baggage, total dimensions per bag shall not exceed 158cm (62in) – regular size suitcases, maximum weight per bag shall not exceed 20kg (44lbs). The driver may refuse to handle baggage that are larger or heavier.

**Charge: HK\$140 (US\$19) one way per person**

**Booking:** Booking should be made at least 72 hours before flight schedule arrivals or departures. Full payment is required upon booking.

**Cancellation:** No refund for cancellation made within 3 working days prior to arrival/departure OR no show. No refund for amendment within 24 hours before flight schedule arrivals or hotel departure times.

Name on Passport \_\_\_\_\_

Hotel \_\_\_\_\_

Arrival Date / Flight No. / Time \_\_\_\_\_

Departure Date / Flight No. / Time \_\_\_\_\_

**CREDIT CARD PAYMENT:**      (   ) Visa      (   ) MasterCard      (   ) American Express

Card number \_\_\_\_\_ Expiry Date (MM/YY) \_\_\_\_\_

Name of cardholder \_\_\_\_\_

Card Security Code \_\_\_\_\_

\* Visa/MasterCard – last 3 digits to the right of the signature strip. American Express – 4 digits on the front of credit card.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\* Please send both sides copy of the credit card as instructed by bank.**