



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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Email: eugenie.lok@grayline.com.hk

(PLEASE TYPE OR PRINT CLEARLY)

Company name _____

Address _____

Telephone _____ Fax _____

Email _____

Contact person _____

ARRIVAL TRANSFER FROM HONG KONG AIRPORT TO HOTEL

Please approach the service counter “**B18**” (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.**

**** NO SERVICE FOR SOME HOTELS, PLEASE CHECK UPON BOOKING.**

Baggage allowance: Each passenger can check-in a maximum of 2 pieces of baggage, total dimensions per bag shall not exceed 158cm (62’) – regular size suitcases, maximum weight per bag shall not exceed 20kg (44lbs). The driver may refuse to handle baggage that are larger or heavier. Excess baggage at HK\$50 each.

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.

Guest name _____

Hotel _____

	Date	Flight no. / Time
Arrival		
Departure		

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.**