

Booking Form



DETAILS OF CORPORATE CUSTOMER

Company Name and Full Address

Telephone

Fax

Post Code:

Company Registration Number

Name of Contact making the booking

Direct telephone number

Email

DETAILS OF OCCUPIER(S)

Number of occupiers

Full names of occupiers

Please indicate ages of any children

Arrival date

Approx. arrival time

Departure date

DEPARTURE BY 12 NOON

Apartment Size

1 Bed / 2 bed / 3 bed

Do you require parking?

YES / NO

If yes, please provide Vehicle registration Number

Extras required

Domestic cleaning

Frequency:

Linen & towel change

(Please note: £30 per Bed /Week)

Frequency:

Standard breakfast pack on arrival

Special dietary orders: **

MEETING & GREETING

Arrival Date:

Flight Details Required:
(If applicable)

Airport:

Flight No:

Time of Arrival:

**Special Orders (subject to additional cost)

We will do our best to source any special requests but cannot guarantee to provide

SIGNED FOR AND ON BEHALF OF (NAME OF COMPANY)

FULL NAME:

POSITION IN COMPANY:

Cancellation Policy on reverse

Tel: 01483 883920 Fax: 01483 729 121 email: bookings@flexi-apartments.com

PLEASE FAX BOOKING FORM BACK TO 01483 729 121

Cancellation Policy

Cancellations of bookings will be subject to the following charges

Cancellations received	Charge
Up to 4 weeks before	No charge
Between 4 and 3 weeks before	25% of inclusive rent for term
Between 3 and 2 weeks before	50% of inclusive rent for term
Between 2 and 1 week before	75% of inclusive rent for term
No cancellation	100% of inclusive rent for term