

### MICE Request Sheet

#### Company Details:

Contact Name				Position		
Company Name				Business Field		
Address						
Contact Number	Tel		Mobile		Fax	
Email Address						

#### Stay Details:

Arrival Date	Departure Date	Number of Rooms	Number of Pax

**Purpose of Visit:**  Meeting  Incentive  Conference  Exhibition  Other

#### Guest Information:

Nationality	Age Range	Occupation	Other Remarks

#### Hotel Information:

Hotel Classification:  5\*  4\*  3\*  2\*  1\*  Apartment  
 Hotel Category:  City Hotel  Resort Hotel  Other: \_\_\_\_\_

Hotels Interested In: 

1	
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2	
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3	
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Estimated Budget/ Person: 

From	
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To	
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Competitor Check	1		2		3	
Proposed Offer	1		2		3	

#### Requested Services:

Meet & Assistant at Imam Int'l Airport  Arrival & Departure Transfer with Guide  
 CIP Services  VIP Services  Other: \_\_\_\_\_

#### Proposal:

	Proposed Hotel Name	Class	Location	Single Rate	Double Rate	Remarks
1						
2						
3						

Date & Sign