



(UKM Holding Sdn Bhd)

Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor.

Tel: 03-8921 3361/3362 Fax: 03-8922 2890

CONFIRMATION FORM BOOKING

Name: _____ Tel No/Fax: _____
 Address: _____
 Event: _____
 Date: _____ Masa: _____ Presence: _____ Menu: _____
 Deposit: _____ Receipt No: _____ Payment: Cash/Cheque/Invoice

| | | | | | | | |
|--------------------------------------------------------------|--|--------------------------|----------------------------------|------------------------------------------------|--------------------------|---------------------------------------|--|
| A. SEMINAR ROOM : Pujangga 1 <input type="checkbox"/> | | | | Pujangga 2 <input type="checkbox"/> | | Pujangga 1&2 <input type="checkbox"/> | |
| Arrangement | | | | | | | |
| <i>Classroom Style</i> | | <input type="checkbox"/> | <i>Hollow-Square</i> | | <input type="checkbox"/> | | |
| <i>Theater Style</i> | | <input type="checkbox"/> | <i>Workshop Style</i> | | <input type="checkbox"/> | | |
| B. EQUIPMENT | | | | | | | |
| <i>P.A. System</i> | | <input type="checkbox"/> | <i>Rostrum</i> | | <input type="checkbox"/> | | |
| <i>Overhead Projector</i> | | <input type="checkbox"/> | <i>White Screen</i> | | <input type="checkbox"/> | | |
| <i>White Board</i> | | <input type="checkbox"/> | <i>Flipchart</i> | | <input type="checkbox"/> | | |
| <i>Microphone</i> | | <input type="checkbox"/> | <i>Registration Table</i> | | <input type="checkbox"/> | | |
| <i>Other</i> | | <input type="checkbox"/> | | | | | |
| C. RESTORAN SAJI PUJANGGA | | | | | | | |
| <i>Set Package</i> | | <input type="checkbox"/> | <i>Buffet Style</i> | | <input type="checkbox"/> | | |
| <i>VIP Table</i> | | <input type="checkbox"/> | <i>Other</i> | | <input type="checkbox"/> | | |
| D. ADDITIONAL EQUIPMENT | | | | | | | |
| <i>Slide Projector (RM 100.00)</i> | | <input type="checkbox"/> | <i>TV/Video Player(RM 50.00)</i> | | <input type="checkbox"/> | | |
| <i>LCD (RM 200.00)</i> | | <input type="checkbox"/> | <i>Hi-fi Stereo (RM 50.00)</i> | | <input type="checkbox"/> | | |
| <i>Karaoke (RM 350.00)</i> | | <input type="checkbox"/> | | | | | |
| E. BACKDROP | | | | | | | |
| <input type="checkbox"/> RM 180.00 (without logo) | | | | <input type="checkbox"/> RM 200.00 (with logo) | | | |

- Confirmation letter need to be given a **week** before council beginning.
- Any changes / cancellation for seminars / courses / meetings need to be announced a **week** before date which has been prescribed.
- Any changes / cancellation lunch for council / dinner / hi-tea need to be announced to management of Puri Pujangga three days before from the date which has been prescribed.
- Advance / deposit will not be returned happens if any change.

Organizer's Signature:

ATTENTION/ACTION

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Name:

Date:

Post/Cop Department:

- Booking Letter / Confirmation
- Quotation Letter
- Event Order: Date:
- Other: