



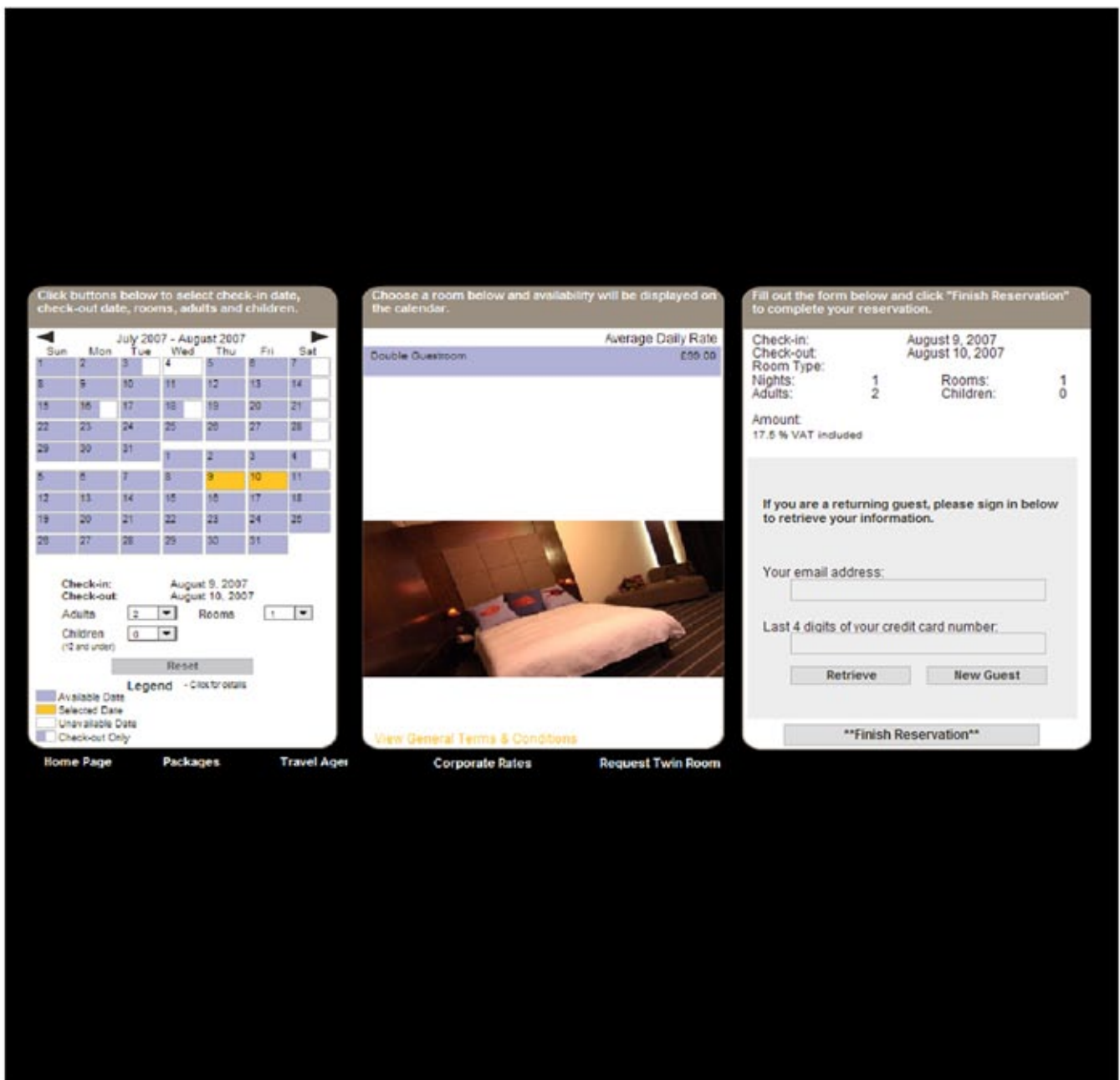
# How to make a booking step by step

Booking a hotel should be as easy as booking a flight or ordering your shopping on-line. However all hotel booking sites are different so we've tried to make life easier by explaining the quirks of our on-line booking system with our simple "How to book guide" highlighting step-by-step what you need to do to book your room.

If you need help and want to speak to a human, please call our friendly reservations team on 020 7550 1000.

# Step 01

When you have clicked on [Book Now](#) from our website this booking page will load.



# Step 02

Use the calendar in the first box to select the dates you would like to book.  
(you will need to click on both your arrival date and you departure date)

**Click buttons below to select check-in date, check-out date, rooms, adults and children.**

◀ July 2007 - August 2007 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Check-in:** August 9, 2007  
**Check-out:** August 10, 2007

Adults  Rooms

Children   
(12 and under)

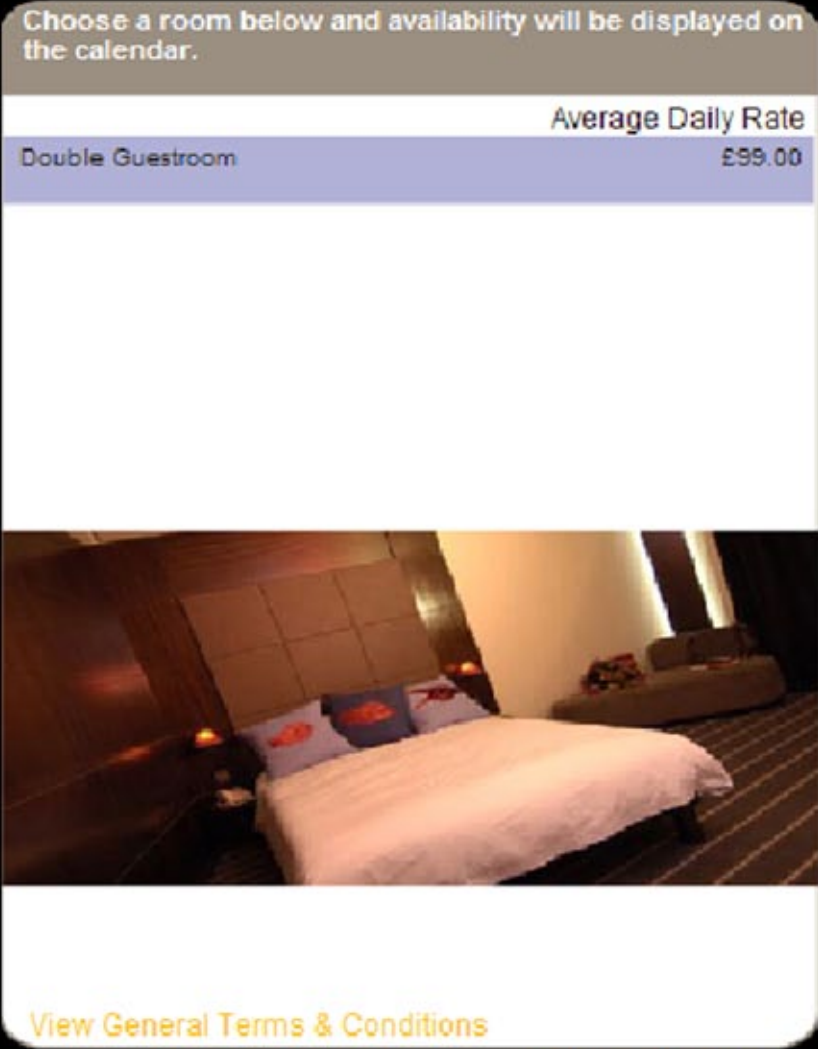
**Legend** - [Click for details](#)

- Available Date
- Selected Date
- Unavailable Date
- Check-out Only

[Home Page](#)
[Packages](#)
[Travel Agent](#)

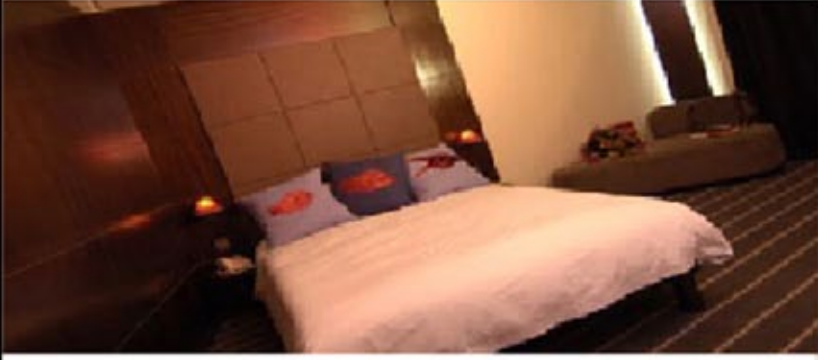
# Step 03

Select a room type in the middle box. If one of our room types had sold out a message will appear saying "not available". When you have selected an available room type, the room rate will populate in the calendar for each day you have selected.



Choose a room below and availability will be displayed on the calendar.

	Average Daily Rate
Double Guestroom	£99.00



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[Corporate Rates](#)      [Request Twin Room](#)

# Step 04

Click on new guest in the last box.

Fill out the form below and click "Finish Reservation" to complete your reservation.

Check-in:	August 9, 2007		
Check-out:	August 10, 2007		
Room Type:			
Nights:	1	Rooms:	1
Adults:	2	Children:	0

Amount:  
17.5 % VAT included

If you are a returning guest, please sign in below to retrieve your information.

Your email address:

Last 4 digits of your credit card number:





# Step 05

Complete all your details and click on [Finish Reservation](#).

Fill out the form below and click "Finish Reservation" to complete your reservation.

Check-in: June 28, 2010  
 Check-out: June 30, 2010  
 Room Type: Double Guestroom  
 Nights: 2      Rooms: 1  
 Adults: 2      Children: 0

Amount: £368.00  
 17.5 % VAT included

*First Name	*Last Name
*Address	
*City	*State/Province
*Country	*Postal Code
*Email	
*Phone	Fax
   	
Cardholder	Expiration (MM/YY)
Card Number	
Arrival Information	
Comments/Requests	

\* Fields with an asterisk are required  
 Include me in future email campaigns

**\*\*Finish Reservation\*\***

# Step 07

Your booking details will appear and a confirmation email will be on its way.

## Thank You for Your Reservation!

You will receive an e-mail with the information below. Thanks for including us in your travel plans!

We look forward to having you as our guest!

John Doe  
London  
London, London SE10

Confirmation #:	105438343
Check-in:	August 9, 2007
Check-out:	August 10, 2007
Nights:	1
Adults:	2
Children:	0
Room Type:	Double Guestroom
Rooms:	1
Room Total:	£99.00

[Home](#)

[Make another reservation](#)

[View General Terms & Conditions](#)

[Print confirmation](#)