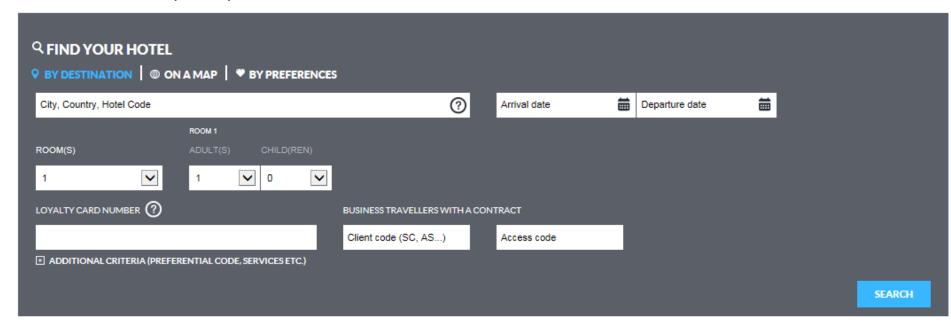


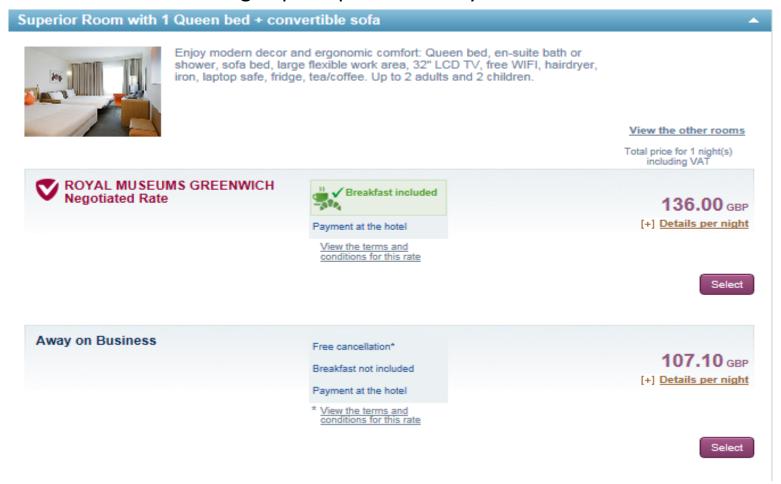


To search for a hotel via the homepage, enter the hotel name (Novotel London Greenwich) or hotel code (3476)

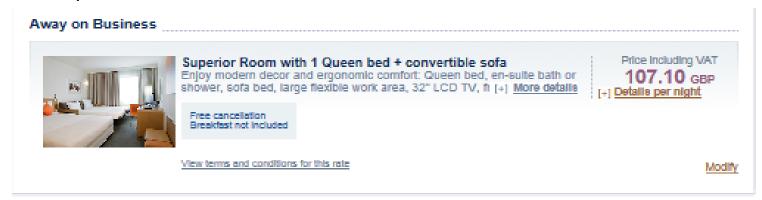


To book with either your preferential rate or the Away on Business discount, please enter your client number and access code under the "business travellers with a contract" section, which will only appear once you have clicked in the city/country/hotel code box. **These codes will be provided to you on a separate communication.**

Click Select against the rate you wish to book, scroll down to view all pre-paid/restricted rates and special offers. Away on Business is the discounted flexible rate, 10% off best available rate (below rate is indicative on the day this file was created) that can be booked together with a fixed negotiated rate for the Royal Museums Greenwich. Both rates can be cancelled without charge up to 2pm on the day of arrival.



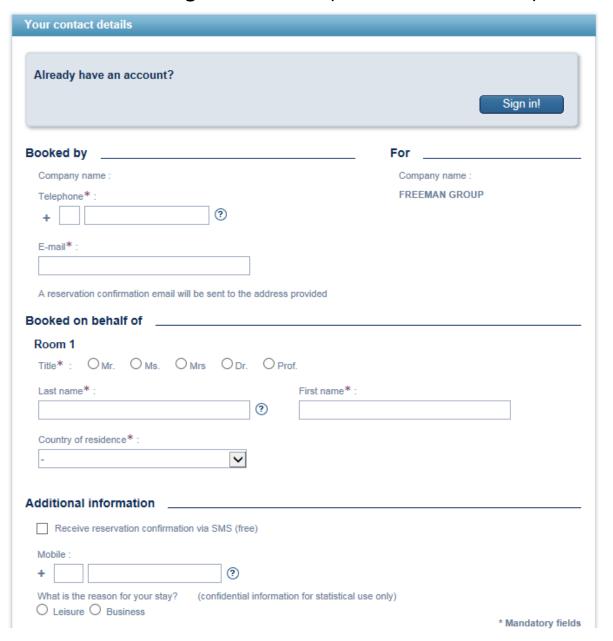
Add breakfast if required (Away on Business rate is without breakfast) and then press Next





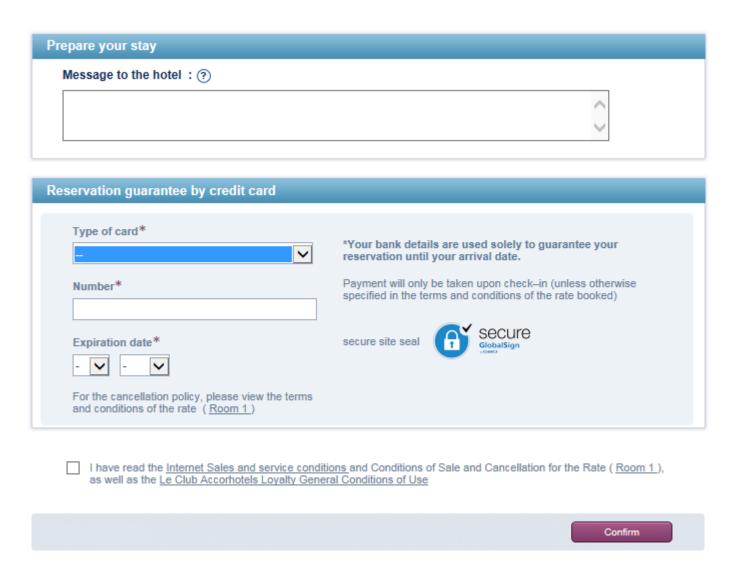
Total amount for your selection		
	Room price	107.10 GBP
	Price of options	16.45 GBP
	Total amount including VAT ^②	123.55 GBP

Complete your details as the booker (booked by) and the guest's details (booked on behalf of).



Type in a message to the hotel if you wish and then **tick the late arrival guarantee desired** and enter your credit card number and expiry date.

Then tick to confirm you agree to the terms and click Confirm



Key Points to remember:

Booking Away on Business, corporate rate or other flexible rate:

If the guest will not have a credit card with them on check-in, please contact the hotel to request a credit card authorisation form. If you wish to avoid this each time you book, please apply for an Accor Business Account –

Booking a pre-paid rate/hot deal

You will be asked to pay online. Should you wish the hotel to charge any other expenses to your card and the guest does not have a card with them, you will need to complete this on the pre-authorisation form.

Hotel Parking

The list of UK hotels and their parking (on-site/off-site/height restriction/chargeable) can be found via the following link: https://www.businessaccount.accorhotels.com/AccorStatic/images/ACC1240-Parking-Info-PDF.pdf

Help and Advice

Please call central reservations on 0871 663 0624 (calls cost 10pm per minute plus network extras) The business account team can be contacted on 0845 371 0630.

See below details to contact the **Novotel London Greenwich**:

Email: h3476@accor.com Telephone: 020 8312 6800

For any enquiries with your booking with a corporate account, your **point of contact** would be:

Daniela Aili

Daniela.aili@accor.com +44 (0) 7932 662 130





















