

**From:** concierge.reginaroma@baglionihotels.com [mailto:concierge.reginaroma@baglionihotels.com]  
**Sent:** Tuesday, November 20, 2018 5:03 PM  
**To:** Anne Connally  
**Subject:** R: Ms. Sharon and Mr. Howard Whittaker - N.: 10135203 - Transfer info.

Dear Anne,

thank you for your e-mail. We are glad to inform you that we can arrange the following private transfers:

**Ms. Sharon and Mr. Howard Whittaker (2 persons and luggage)**

**Thursday November 29<sup>th</sup>** – Pick up at “Tiburtina Station” with a sedan Mercedes E class - **In order to confirm this service, please let us know the full train details (no train receipt attached).** Our driver will be waiting for them at the arrival platform holding a board reading “**Mr. Whittaker**” In case of any problem, please do not hesitate to call the concierge desk at tel. n° +39 0642111827. The cost for this service is € 67,00 and will be charged to the room account or your credit card. Cancellation policy at least 24 hours before the arrival – For pick-up services from Tiburtina Station, any delay over 60 minutes will be consider as extra hour (€ 48,00).

**Monday December 3<sup>rd</sup>** - Transfer to “FCO airport” with a van Mercedes Viano. Departure from the hotel to be decided with the clients. The cost for this service is € 92,00 and will be charged to the room account or your credit card. Cancellation policy at least 24 hours before.

We look forward to hearing from you and we remain at your disposal for any other information you might need.

Best Regards

Francesco RINALDI  
*Concierge*

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