



Client: John and Jane Doe
Apartment: The Elzévir Apartment, 16 rue Elzévir, 75003 Paris
Apartment Phone No.: (Country Code 33) (0)1 42 78 61 55

You will be arriving at the apartment on January 26th after 10h30. We have outgoing clients the same day, but you may leave your bags in the apartment after 10:30 a.m. We need the time to finish cleaning and preparing the apartment for you. Check-out time is 10:00 a.m. on your day of departure. Thank you!

How to get to the "The Elzévir Apartment"

When you arrive in Paris you'll likely be tired from your long trip, so we hope these instructions help you get to the apartment with a minimum of stress. Given that all our customers will receive a set of apartment keys in advance, most people prefer not to arrange to meet our local Property Manager (Alexander Cole) at the apartment right away. However, by advance request we can arrange for him to meet you if you would prefer this option. Other helpful travel information can be found at <http://www.paris-anglo.com>.

Step 1 - Get some cash

If you haven't already exchanged currency in the US, we recommend that you withdraw cash from ATMs ("Caisses Automatiques") for the best rates. There are a large number of ATMs around Paris that accept international bank cards, including several at the airports. You'll probably need at least 200 euros to get started.

Step 2 - Get to the apartment at 16 rue Elzévir, 3rd Arrondissement, Paris

There are numerous ways to get to the apartment. A map of the area follows and can also be located at: <http://www.mappy.com/PlanPerso/elzevirapt/0>. The following are the four best options:

Taxi - Cost will be approximately 55-65 euros from Charles De Gaulle or 45-55 euros from Orly. Travel time is about 35 minutes to 1 hour. Follow the signs in the airport for "Taxis". Show the driver the little message at the end of these instructions along with map and you should be fine. It is typical to tip a driver 10% for the ride. There are extra charges for baggage. If you have a party of four, you may find that some taxis will refuse you. The solution is to look for a larger taxi in the queue (eg. Renault Espace), or else take two taxis.

Private Taxi - Cost will be 70 euros. Andy Waters (www.andyparistaxi.blogspot.com) is a British born English speaker driver who can meet you at the exit of customs. You can reach him at andyparistaxi@gmail.com or by phone at 011 33 6 18 55 40 30.

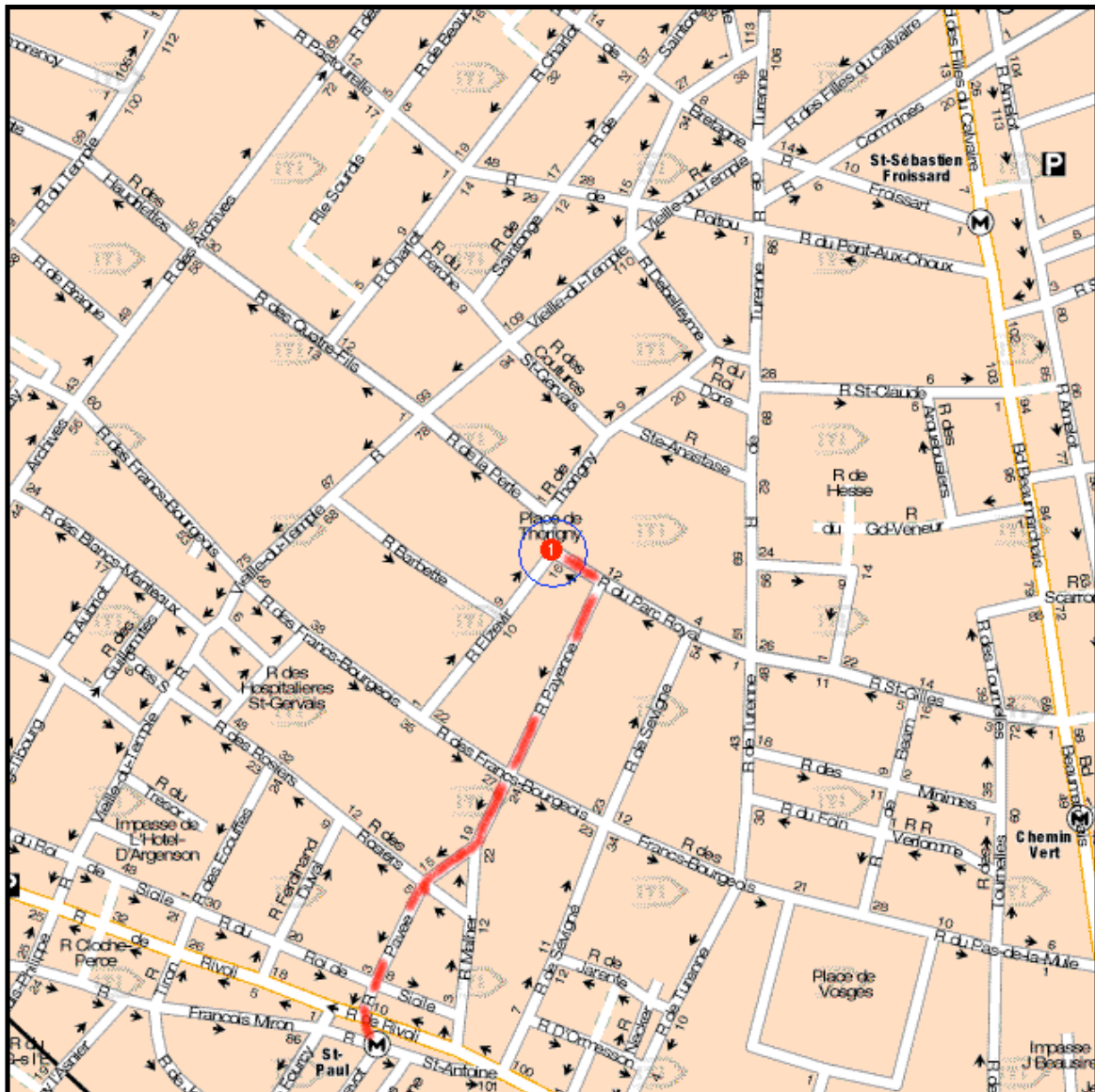
Airport Shuttle - Cost is about 45 euros for two people in a shared van and 85 euros for two people in a private van with travel time varying between 45 minutes to 1 hour 30 minutes. You will need to make a reservation in advance of your trip by calling 01 43 65 55 55 or reserving on line at <http://www.airport-connection.com>. Provide them your flight times and they will provide you a pick-up time. There can be between 1 to 4 stops in the shared shuttle. For more details, visit their web site.

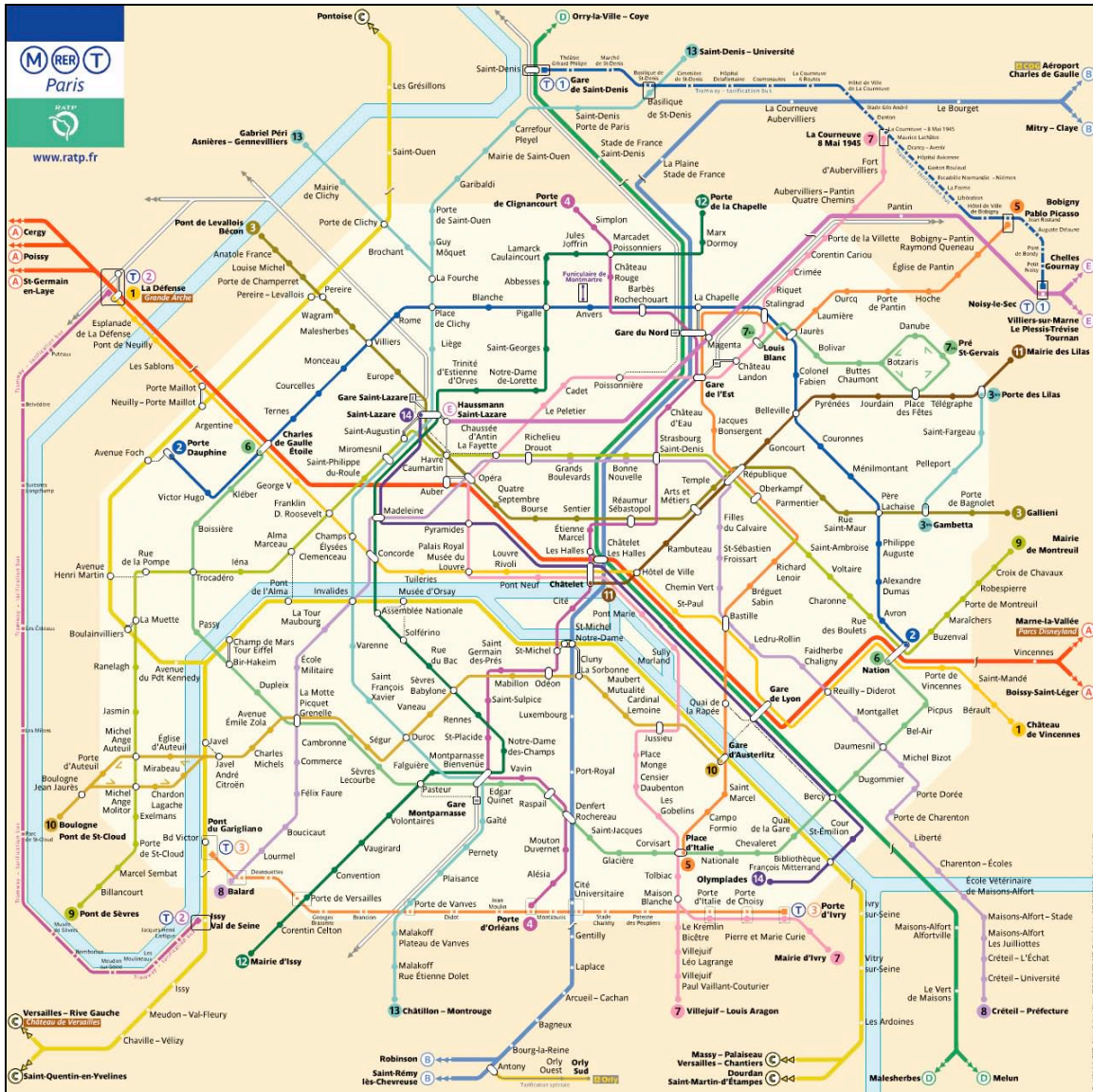
Mass transport - A little more adventurous for those who adore mass transit. Cost is about 9.30 euros per person with a travel time of about 1 hour. If you can stumble through some French, you can find detailed maps at <http://www.ratp.fr>. Make sure to keep your ticket even after you enter the metro system; you'll need it to pass through the metro system.

From CDG - If you are at Terminal 1, you'll need to take the CDGVAL to the RER B station. Look for signs labeled "CDGVAL" and follow the directions to the RER B station. If you are in Terminal 2, the RER B station is in the same complex. Just follow the signs for RER B and purchase a ticket asking to go to "Paris Centre". Look at the information signs and take the train to Paris and get off at "Chatelet-Les Halles". The train ride will be about 35 minutes. At Chatelet-Les Halles, look for signs indicating "Correspondance" and Metro line number 1. Take this Metro towards "Chateau de Vincennes" and exit at "St. Paul-Marais" (2 stops) and then follow the map below.

From Orly - Look for signs labeled ORLYVAL. Purchase a ticket to "Paris Centre" and you'll take this short express shuttle to "Antony". At "Antony", follow the signs to Paris and continue your trip on the RER B. You'll take the RER B to station "Chatelet-Les Halles". The train ride will be about 35 minutes. At "Chatelet-Les Halles", look for signs indicating "Correspondance" and Metro line number 1. Take this Metro towards "Chateau de Vincennes" and exit at "St. Paul-Marais" (2 stops) and then follow the map below.

For those who are regulars to Paris the closest Metro stop is Marais-St. Paul on line 1 as shown on the below map at the bottom by an "M" with a circle around it. Follow the streets marked in red.





Step 3 - Enter the apartment

You should now be at the apartment building door shown in this photograph:



Below are the detailed steps for entering the apartment:



1. To enter through the main building door, **only** use the keyhole in the front door and not the "sonnerie". Use the "main building" key pictured above and gently turn the key to the right and push open the heavy door. **On no account force the key.**

2. After entering through the main door, walk straight ahead, past the mailboxes that will be on your left and you'll see the courtyard directly in front of you. After entering the courtyard, make an immediate left and you'll see the glass doors leading to the staircase. Take the stairs up two flights (2nd floor European = 3rd floor American).

3. As you arrive on the correct floor, the apartment door (see below photo) is to your left and labeled "The Elzevir Apartment" on the doorbell. Insert the apartment door key (see photo of keys), **push firmly** and turn clockwise until it stops (two turns) and push the door open. **The lock is a spring lock, so you have to push and turn at the same time.** French locks are rather complicated so please be patient if it doesn't work the first time.



You will find two additional sets of keys in a bowl on the windowsill to the right of the entrance door. When you depart, please leave these two sets of keys where you found them, but take the set of keys that you were mailed back with you.

You will find a small binder on the desk that should prove very practical. Please read it as it might answer the majority of your questions and get you going on your visit. **Always keep the keys with you** as French doors lock behind you! When inside the apartment, never use the keys to lock the door from the inside or leave them in the keylock. Please call Alexander Cole at 01 48 87 00 85 to leave a message that you made it safely into the apartment or if there are any problems.

Bonne séjour !!
Bill and Ineke

After you return home, please return the apartment keys within five days using the enclosed self-addressed envelope. We depend upon the prompt return of keys to supply other guests with apartment keys. Once the keys are received, your deposit refund will be processed within 14 days.

Directions to show to a taxi driver if you don't speak French:

Bonjour Monsieur/Madame,

Pourriez-vous emmener ces gens à l'adresse suivant, s'il vous plait ?

**16 rue Elzévir
(carrefour rue du Parc Royale, près de la Musée Picasso)
75003 Paris**

Merci !