





ROOM RESERVATION FORM

Type	Was	Now	Was
Name	Standard		
	Superior		
	Cottage		
	Executive		
	Single		
	Double		

	Was	Now	Was	Now	Room	Rate	VIP
Date In							
Date Out							

Company Name

Address	
Contact	
Phone	Fax :
Account	
Arrival	Departure
Remark	

Date

Initials



Signature



MESSAGE FORM

Time

Date

To

Room No.

WHILE YOU WERE OUT

Mr/Mrs/Miss

Of

Telephone No.

Telephoned		Please Call	
Called to see you		Will Call Again	
Wants to see you		Urgent	

MESSAGE



[Handwritten signature]

AWIJAYA

