

Registration Letter Individual

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%%hotel-name%% %%hotel-address1%% %%hotel-city%%,%%hotel-state%% %%hotel-zip%%

PH: %%hotel-main-phone%% FAX: %%hotel-main-fax%% EMAIL: %%hotel-email%%

GUEST REGISTRATION		
DATE: %%todays-date%%	RESERVATION # : %%reservation-identifier%%	ROOM #: %%room%%
GUEST NAME: %%guest-first-name%% %%guest-last-name%%	ROOM TYPE: %%room-type-description%%	Length of Stay: %%reservation-number-nights%%
ADDRESS: %%guest-address1%% %%guest-city%%, %%guest-state%% %%guest-zip%%	# OF ADULTS: %%reservation-number-adults%%	ARRIVAL DATE: %%reservation-arriving-date%%
PH:%%guest-phone%% EMAIL: %%guest-email%%	# OF CHILDREN: %%reservation-number-children%%	DEPARTURE DATE: %%reservation-departing-date%%
	SPECIAL REQUESTS: %%booking-comments%%	

ROOM TYPE	#OF NIGHTS	AVG RATE	ROOM TOTAL	TOTAL TAXES	TOTAL ROOM
%%room%%	%%reservation-number-nights%%	%%average-daily-rate%%	%%projected-accommodation-cost%%	%%total-taxes%%	%%total-cost%%

PAYMENT INFORMATION	ADDITIONAL CHARGES:%%folio-charge-total%%
PAYMENT TYPE: %%payment-type%%	TOTAL CHARGES: %%projected_income_charges%%
NAME ON CREDIT CARD: %%name-on-credit-card%%	DEPOSIT: \$ %%total-payments%%
	BALANCE DUE: %%balance-due%%

CHECK OUT DATE: %%reservation-departing-date-long%% at 12:00 Noon.
TERMS AND CONDITIONS:
Guest Signature: _____ Date:_____
<i>Thank you for visiting %%hotel-name%%. We hope that you find everything to your satisfaction! If you need assistance with anything, please contact the front desk.Our staff is happy to help.</i>