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|  |  |  | **Departure** | |  |  | |  |  |
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| **Hotel Logo** | |  |  |  |  |  | |  |  |
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| **Date: …………………..** | |  |  |  | **Room No:** | |  | |  |
|  |  |  |  |  |  |  | |  |  |
| **Guest Name**: ……………………………………………………… | | | | |  |  | |  |  |
|  |  |  |  |  |  |  | |  |  |
| Company Name : ………………………………………………... | | | | | |  | |  |  |
| Group Name: ……………………………………………………. | | | | |  |  | |  |  |
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|  |  |  | **Baggage Details** | |  |  | |  |  |
|  |  |  |  |  |  |  | |  |  |
| Strolley | |  | Suitecase | |  | Travel Bag | | |  |
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|  |  |  |  |  |  |  | |  |  |
| Breifcase | |  | Laptop | |  | Handbags | | |  |
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| Notes: |  |  |  |  |  |  | |  |  |
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| Baggage Screening Done : | | |  |  |  | |  |  |
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| **Bell Desk** | |  | **Duty Manager** | |  | **Cashier** | | |  |
|  |  |  |  |  |  |  | |  |  |
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| **ERRAND CARD** | |  |  |  |  |  | |  |  |