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|   |  |  | **Departure** |  |  |  |   |
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| **Hotel Logo** |  |  |  |  |  |  |   |
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| **Date: …………………..** |  |  |  | **Room No:** |   |   |
|   |  |  |  |  |  |  |  |   |
| **Guest Name**: ……………………………………………………… |  |  |  |   |
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| 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** |   |   |   |   |   |   |   |