|  |  |  |  |
| --- | --- | --- | --- |
|  | Hotel Name  Street Address, City, ST ZIP Code  Phone phone Fax fax | Logo placeholder |  |
| incident Report | | | | |
| Incident Summary | | | | |
|  | | | | |

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| --- | --- | --- |
| Reported Date / Time | Sl No. | Prepared By |
|  |  |  |

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| --- |
| ****Guest’s Details / Information:**** **1. Last Name:**…….......................... **First Name:**..…........................  **2. Nationality / Country:**.................................................................  **3. Passport No.:**............................. **ID Proof:**.................................  **4. Date and Place of birth:**......................./.....................................  **5. Company / Agent / Booker Name:**..............................................  **6. Tel.:**........................................ **Mobile:**......................................  **7. E-mail:**......................................................................................  **8. Reservation No:**......................... **Room No:**................................  **9. Booking Source/Type:**................................................................  **10. Arrival date:**.............................. **Departure date:**........................ ****Details About the Incident:****    ****Action Taken:****     **Staff Reported Signature:**...................................  **MOD Signature:**.................................................  **General Manager Signature:**................................. ****Remarks By GM / RM:**** |
|  |