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| --- | --- | --- | --- |
|  | Hotel NameStreet Address, City, ST ZIP CodePhone phone Fax fax | Logo placeholder |  |
| incident Report |
| Incident Summary |
|  |

|  |  |  |
| --- | --- | --- |
| 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:**** |
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