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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |  |  |  |   | Hotel Name |   |
|   |  |  | **Registration Card** |  |  |  | Address  |  |   |
|   |  |  |  |  |  |  |  |  |   |
|   |  |  |  |  |  |  |  |  |   |
| Slno : |  |  |  |  |  |  | Resvno: |  |   |
|   |  |  |  |  |  |  |  |  |   |
| **Guest Name :** |  |  |  |  |  |  |  |   |
| **Address** |  |  |  |  |  |  |   |
|   |  |  |  |  |  |   |
|   |  |  |  |  |  |   |
| Company: |  |  |  |  |   |
|   |  |  |  |  |  |   |
| Room No: |  | Room Type : |  |  |  |  |   |
| No of Adults |  |  |  |  |  |  |  |   |
| Room Rate |  |  |  |  |  |  |  |   |
| Date of Arrival : |  | Date of Departure: |  |  |  |  |   |
| Billing Inst. |  |  |  |  |  |  |  |   |
|   |  |  |  |  |  |  |  |  |   |
| **Passport Details**  |  |  |  | **Visa Detials** |  |  |   |
|   |  |  |  |  | Visa No: |  |  |  |   |
| Passport Number : |  |  |  | Date of Issue |  |  |   |
| Date of Issue |  |  |  | Place of Issue  |  |  |   |
| Place of Issue |  |  |  | Date of Expiery  |  |  |   |
| Date of Expiery |  |  |  | Type of Visa : |  |  |   |
|   |  |  |  |  |  |  |  |  |   |
| **Credit Card Details**  |  |  |  |  |  |  |  |   |
| Visa  |  | Master |  | Amex |  | Other |  |  |   |
|   |  |  |  |  |  |  |  |  |   |
| CC no |  |  |  | Expiery |  |  |  |  |   |
|   |  |  |  |  |  |  |  |  |   |
|   |  |  |  |  |  |  |  |  |   |
| Hotel Policies :- |  |  |  |  |  |  |  |   |
|   |  |  |  |  |  |  |  |  |   |
| 1) |  |  |  |  |  |  |  |  |   |
| 2) |  |  |  |  |  |  |  |  |   |
| 3) |  |  |  |  |  |  |  |  |   |
| 4) |  |  |  |  |  |  |  |  |   |
| 5) |  |  |  |  |  |  |  |  |   |
| 6) |  |  |  |  |  |  |  |  |   |
|   |  |  |  |  |  |  |  |  |   |
|   |  |  |  |  |  |  |  |  |   |
|   | Duty Manager |  |  | Guest Signature  |  |  |   |
|   |  |  |  |  |  |  |  |  |   |
|   | ---------------------- |  |  | --------------------- |  |  |   |
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