



SIGN-IN SHEET

PERSONAL INFORMATION

CHECK IN/ OUT: _____ / _____; NIGHTS: _____

COMPLETE NAME: _____,

ID NUMBER: _____

OTHERS NAMES:

1. _____ Id No. _____

2. _____ Id No. _____

3. _____ Id No. _____

COMING FROM: _____

PHONE NUMBER: _____

HOME ADDRESS: _____

E-MAIL ADDRESS: _____

Guest Signature

FOR INTERNAL USE ONLY

TOTAL PACKAGE: _____; DEPOSITED: _____

NIGHT RATE: _____; AUTHORIZED: _____

ROOM ASIGNED: _____; SPECIAL NOTES: _____

CREDIT CARD #: _____ EXP: _____