Registration Letter Individual

%%hotel-name%% %%hotel-address1%% %%hotel-city%%,%%hotel-state%% %%hotel-zip%%

PH: %%hotel-main-phone%%   FAX: %%hotel-main-fax%% EMAIL: %%hotel-email%%

GUEST REGISTRATION

DATE: %%todays-date%%	RESERVATION # : %%reservation-identifier%%	ROOM #: %%room%%
GUEST NAME: %%guest-first-name%% %%guest-last-name%%	**ROOM TYPE:** %%room-type-description%%	**Length of Stay:** %%reservation-number-nights%%
ADDRESS: %%guest-address1%% %%guest-city%%, %%guest-state%% %%guest-zip%%	**# OF ADULTS:** %%reservation-number-adults%%	**ARRIVAL DATE:** %%reservation-arriving-date%%
	# OF CHILDREN: %%reservation-number-children%%	**DEPARTURE DATE:** %%reservation-departing-date%%
PH:%%guest-phone%% **EMAIL:** %%guest-email%%	**SPECIAL REQUESTS:** %%booking-comments%%	

ROOM TYPE	#OF NIGHTS	AVG RATE	ROOM TOTAL	TOTAL TAXES	TOTAL ROOM
%%room%%	%%reservation-number-nights%%	%%average-daily-rate%%	%%projected-accommodation-cost%%	%%total-taxes%%	%%total-cost%%

PAYMENT INFORMATION

PAYMENT TYPE: %%payment-type%%

NAME ON CREDIT CARD: %%name-on-credit-card%%

ADDITIONAL CHARGES:%%folio-charge-total%%

TOTAL CHARGES: %%projected_income_charges%%

DEPOSIT: $ %%total-payments%%

BALANCE DUE: %%balance-due%%

CHECK OUT DATE: %%reservation-departing-date-long%% at 12:00 Noon.

TERMS AND CONDITIONS:

Guest Signature: _____   Date:_____

Thank you for visiting %%hotel-name%%. We hope that you find everything to your satisfaction!
If you need assistance with anything, please contact the front desk.Our staff is happy to help.