

Property Information

Property Name:	24 Hour Reservation Fax Number :
Property Address :	Invoice Address (If different then Property Address) :
City, State/Province and Zip:	City,State/Province and Zip :
General Email Address :	
General Phone Number	

Contact Persons (Additional Space available on second Page)

Name :	Name :
Phone :	Phone :
Email :	Email :
<input type="checkbox"/> All <input type="checkbox"/> Invoices <input type="checkbox"/> Contracts <input type="checkbox"/> Rates & Availability <input type="checkbox"/> Reservations <input type="checkbox"/> General <input type="checkbox"/> Extranet Page	<input type="checkbox"/> All <input type="checkbox"/> Invoices <input type="checkbox"/> Contracts <input type="checkbox"/> Rates & Availability <input type="checkbox"/> Reservations <input type="checkbox"/> General <input type="checkbox"/> Extranet Page

Hotel Info, Policies and Services

Website :	Tax : _____ % <input type="checkbox"/> Excluded OR <input type="checkbox"/> Included
Number of Rooms _____ Floors _____ Star Rating _____	Service Charges / Extra Fee (Resort/Pet/Cleaning Fees) <input type="checkbox"/> Yes <input type="checkbox"/> No Fees? \$ _____
Check In Time _____ PM Check Out Time _____ AM	
Accepted Credit Cards <input type="checkbox"/> Visa <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> Discover <input type="checkbox"/> Other _____ Deposit Policy <input type="checkbox"/> No Deposit <input type="checkbox"/> 1 Night <input type="checkbox"/> 100% of Full Stay <input type="checkbox"/> Other _____	Cancellation Policy : <input type="checkbox"/> 24 Hours <input type="checkbox"/> 48 Hours <input type="checkbox"/> 72 Hours <input type="checkbox"/> Other Late Cancel/No Show Charge <input type="checkbox"/> 1st Night Room +Tax <input type="checkbox"/> Full Amount <input type="checkbox"/> Other
Are Children Welcome <input type="checkbox"/> Yes <input type="checkbox"/> No Children under the age of _____ Stays Free How Many Children? _____ <input type="checkbox"/> Children do not Stay free	Extra older children/adults are charged \$ _____/Night Roll Away Bed Cost \$ _____/Night Baby Cots(Crib) Cost \$ _____/Night
If Internet is available <input type="checkbox"/> Everywhere <input type="checkbox"/> Public Areas <input type="checkbox"/> Rooms <input type="checkbox"/> Other <input type="checkbox"/> Wired <input type="checkbox"/> WI-FI N/A <input type="checkbox"/> Wired <input type="checkbox"/> WI-FI Fee? _____	Breakfast <input type="checkbox"/> Included <input type="checkbox"/> Not Included What Kind? _____ Any Fees? _____ Are Pets Allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No Specific Pet _____ <input type="checkbox"/> Public Parking <input type="checkbox"/> Valet Parking Fee? _____

Room Information :

Room Name	Number and Type of Beds in Room	Special Features	Room Size (Sq.Mtr)	Maximum People	Rate Based on _____ Occupancy

Top 5 Reasons to Book Your Property (e.g. Facilities / Amenities)

1	
2	
3	
4	
5	

Other Facilities / Amenities

	Property	Rooms
1		
2		
3		
4		
5		

Top 5 Attractions Near Your Property (Mention Distance and Website too)

1	
2	
3	
4	
5	

Near By Restaurants (Mention Distance and Website too)

1	
2	
3	
4	
5	

Other Things to Do Nearby (Mention Distance and website too)

1	
2	
3	
4	
5	

Nearest 3 Towns from where You can get Business

1	
2	
3	

Name Three Competitors with their website address

1	
2	
3	

Additional Contact Persons (If Needed)

Name :	Name :
Phone :	Phone :
Email :	Email :
<input type="checkbox"/> All <input type="checkbox"/> Invoices <input type="checkbox"/> Contracts <input type="checkbox"/> Availability <input type="checkbox"/> Rates & <input type="checkbox"/> Reservations <input type="checkbox"/> General <input type="checkbox"/> Extranet <input type="checkbox"/> Page	<input type="checkbox"/> All <input type="checkbox"/> Invoices <input type="checkbox"/> Contracts <input type="checkbox"/> Availability <input type="checkbox"/> Rates & <input type="checkbox"/> Reservations <input type="checkbox"/> General <input type="checkbox"/> Extranet <input type="checkbox"/> Page

Hotel Description : (Describe about your Hotel)