

Formats

Arrival Errand Card

- A card filled by the bell boy who carries the guest luggage from lobby to guest room at the arrival of guest in the hotel.

Departure Errand Card

- A card filled by the bell boy who brings the departing guest's luggage from his room to lobby.

ARRIVAL/DEPARTURE ERRAND CARD

| Hotel ABC Arrival/Departure Errand Card | | | | |
|--|---------|---------|-----------------------------|----------|
| Bell Boy Name: | | | Call Time: | |
| Name of Guest: | | | Room NO.: | |
| Articles | | | | |
| Suitcase | Handbag | Package | Briefcase | Overcoat |
| Others | | | | |
| Signature (Bell Captain) | | | Signature (Receptionist) | |

Sample Guest Folio**Hotel ABC
Sample Guest Folio****Name of Guest:** _____**Date of Arrival:** _____**Date of Departure:** _____**No of PAX:** _____**Room No:** _____**Room Rate:** _____**Folio No:** _____

| Date | Particular | Description | Debit | Credit |
|-------------|-------------------|--------------------|--------------|---------------|
| | | | | |

BELL BOY CONTROL PROCEDURE

- One of the primary functions of bell desk is to control the movement of bell boys in a shift.
- The lobby or bell boy control sheet serves the same purpose.
- Every bell boy has an employee code or bell boy name can also be used for the same purpose.

LOBBY OR BELL BOY CONTROL SHEET

| HOTEL ABC LOBBY CONTROL SHEET | | | | | | |
|--|---------------|--------------|----------------|-------------------|----|---------|
| Bell Captain _____ | | | | Sheet No. _____ | | |
| Shift _____ | | | | Date _____ | | |
| Room No. | Bell Boy Name | Arrival Time | Departure Time | Service Call Time | | Remarks |
| | | | | From | To | |
| | | | | | | |
| Bell Boy's Signature.: 1. _____ 2. _____ 3. _____ 4. _____ Bell Captain Signature _____ | | | | | | |

Departure Notification Slip

| | |
|---|------------------|
| Hotel ABC | |
| Departure Notification Slip | |
| Department: _____ | Reception: _____ |
| This is to inform you that the following guest is departing from the hotel, kindly rush the credit charges to the front desk. | |
| Name of the guest: _____ | Room No: _____ |
| Date of departure: _____ | Time: _____ |
| Authorized Signatory | |

| | | | |
|-----------------------------------|----------------------------------|---|--------------------------------|
| Hotel ABC | | | |
| Luggage Out Pass | | | |
| No.00245000789 | | | |
| Name of the guest: _____ | Room No: _____ | | |
| Date of departure: _____ | Date: _____ | | |
| Bill no: _____ | | | |
| Billing Settlement | | | |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Partial | <input type="checkbox"/> Corporate Settlement | <input type="checkbox"/> Other |
| _____ | _____ | | |
| Authorized Signatory | Date | | |

