**Hotel Information**

| Hotel Name: | [Enter Hotel Name] |
| --- | --- |
| Address: | [Enter Hotel Address] |
| Phone Number: | [Enter Hotel Phone Number] |
| Email: | [Enter Hotel Email] |
| Website: | [Enter Hotel Website] |

**Guest Information**

| First Name: | [Enter First Name] |
| --- | --- |
| Last Name: | [Enter Last Name] |
| Phone Number: | [Enter Phone Number] |
| Email Address: | [Enter Email Address] |
| Address: [City, State/Province] | [Enter Address] |
| Zip/Postal Code: | [Enter Zip/Postal Code] |
| Country: | [Enter Country] |

**Reservation Details**

| Check-In Date: | [Enter Check-In Date] |
| --- | --- |
| Check-Out Date: | [Enter Check-Out Date] |
| Number of Nights: | [Enter Number of Nights] |
| Number of Adults: | [Enter Number of Adults] |
| Number of Children: | [Enter Number of Children] |
| Room Type: | [ ] Single [ ] Double [ ] Suite [ ] Other: [Specify] |

**Room Preferences**

| Bed Type: | [ ] King [ ] Queen [ ] Twin [ ] Other: [Specify] |
| --- | --- |
| Smoking Preference: | [ ] Non-Smoking [ ] Smoking |
| Additional Requests: | [Enter Any Additional Requests] |

**Payment Information**

| Payment Method: | [ ] Credit Card [ ] Debit Card [ ] Cash [ ] Other: [Specify] |
| --- | --- |
| Card Type: | [ ] Visa [ ] MasterCard [ ] American Express [ ] Other: [Specify] |
| Card Number: | [Enter Card Number] |
| Expiration Date: | [Enter Expiration Date] |
| Cardholder Name: | [Enter Cardholder Name] |
| CVV: | [Enter CVV] |

**Billing Address (if different from above)**

| Address: | [Enter Billing Address] |
| --- | --- |
| City: | [Enter Billing City] |
| State/Province: | [Enter Billing State/Province] |
| Zip/Postal Code: | [Enter Billing Zip/Postal Code] |
| Country: | [Enter Billing Country] |

**Special Instructions**

[Enter Any Special Instructions or Additional Information]

**Agreement and Signature**

I hereby confirm my reservation at [Enter Hotel Name]. I understand the hotel's cancellation policy and agree to abide by the terms and conditions stated.

| Guest Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- |
| Date: | [Enter Date] |

**For Office Use Only**

| Reservation Taken By: | [Enter Staff Name] |
| --- | --- |
| Date Received: | [Enter Date Received] |
| Confirmation Number: | [Enter Confirmation Number] |
| Notes: | [Enter Notes] |