

Today's Date: _____

WELCOME CALLS

	Room No.	Check In Time	Call Time	Guest (Full Name)	Caller	Comments/Problems/Responses
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

NOTES:

Total # of Stayovers Called this Page: _____

Total # of Check-ins Called this Page: _____

Total # of A/H Check-ins this Page: _____

Grand Total: _____

AFTER HOURS: Calls not to be made after _____