

# Hotel Registration Form Template

## Hotel Information:

- Hotel Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email: \_\_\_\_\_

## Guest Details:

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- Contact Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

## Booking Information:

Detail	Information
Check-in Date	_____
Check-out Date	_____
Room Type	_____
Number of Guests	_____
Reservation Number	_____

<b>Special Requirements</b>	<hr/>
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**Billing Information:**

- Payment Method:  Credit Card  Cash  Other: \_\_\_\_\_
- Credit Card Number: \_\_\_\_\_
- Expiration Date: \_\_\_\_\_
- Cardholder Name: \_\_\_\_\_

**Additional Services Requested:**

- Airport Shuttle
- Extra Bed
- Breakfast
- Other: \_\_\_\_\_

**Guest Signature:**

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**Date:**

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