

	RESOURCE LIBRARY - RESERVATIONS Filing	CODE: 03.01.068
		EDITION: 1
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Policy: All correspondence should be filed accurately on daily basis.

政策: 资料必须每日存档。

Goals: An organized filing system would help to work efficiently.

目标: 有序的存档系统大量节省工作时间。

Steps步骤:

Reservation Order预定单

- Reservation orders are filed according to the arrival date, separately to File Folder “Expected Individual””Expected Group””Cancelled Individual””Cancelled Group”.
根据预抵日期将预定单归档，按照预定单内容，分别放入“散客预抵””团队预抵””散客取消””团队取消”。
- For reservations which are amended many times, staple the most updated reservation on the top.
对于反复更改的预定，将最更新的预定单订在最上。
- For cancelled reservation, staple the cancelled order together with the original reservation order, with cancelled order on the top.
对于取消的预定，将取消单和预定单订在一起，取消单最上。

Contract 合同

- File contracts alphabetically, separately to File Folder “Company””Travel Agency””3rd Party Website”
将合同根据字母顺序排列，分别放入“公司””旅行社””第三方网站”。

Partnership 合作协议

- File partnership alphabetically; File Folder “Partnership”.
将合作协议根据字母排列。

Miscellaneous(Memo, Promotion, Report) 其他

- All files should be in alphabetical order.
此外，还会有其他一些重要文件需要存档。所有的文件存档都必须按照字母顺序排列。