

汉仪大宋简 Bodoni MT 16 pt

Arial 16 pt

华文细黑 Arial 8 pt

华文细黑 Arial 6 pt

8mm

11mm

25mm

11mm

有关房间及房租更改通知
Room /Rate Change Notification
No.

日期 Date _____ 转房 Change Room
 转房价 Change Rate

宾客姓名 Guest Name _____ 房间号码 Room No. _____

团体代号 Group Code _____

请转房价/转房 Please Change Rate/ Change Room

由 (房间) From (Room No.) _____ 至 (房间) To (Room No.) _____

由 (房价) From (Room Rate) _____ 至 (房价) To (Room Rate) _____

由 (日期) From (Date) _____ 至 (日期) To (Date) _____

原因 Reasons _____

宾客服务员 Front Office _____ 批准人 Approved by _____

第一联 (白) : 前台 First Copy (White): Front Desk 第二联 (黄) : 管家部 Second Copy (Yellow): Housekeeping 第三联 (蓝) : 财务部 Third Copy (Blue): Finance 第四联 (红) : 送餐部 Fourth Copy (Pink): Room Service

8mm


Material

Carbolic Carbon Paper

Font

Arial & Bell MT

Color

PANTONE 187C

Size

170 * 120 mm

All dimensions in millimeters. Not to scale.