




## HOTEL INFORMATION

HOTEL NAME:  \_\_\_\_\_

ADDRESS:  \_\_\_\_\_

CITY:  \_\_\_\_\_

STATE:  \_\_\_\_\_

ZIP:  \_\_\_\_\_

PHONE:  \_\_\_\_\_

FAX NUMBER:  \_\_\_\_\_

RESERVATIONS:  \_\_\_\_\_

WEBSITE:  \_\_\_\_\_

PAPER COLOR:  \_\_\_\_\_

### SPECIAL INSTRUCTIONS AND/OR ADDITIONAL INFO



## DIALING INSTRUCTIONS


### Standard Dialing Instructions

ROOM TO ROOM  \_\_\_\_\_

(e.g. ROOM TO ROOM 7 + Room Number)

LOCAL CALLS  \_\_\_\_\_

LONG DISTANCE  \_\_\_\_\_

CREDIT CARD, COLLECT, OPERATOR ASSISTED  \_\_\_\_\_

TOLL FREE CALLS  \_\_\_\_\_

INTERNATIONAL  \_\_\_\_\_

#### DIRECTORY ASSISTANCE

Local  \_\_\_\_\_

Long Distance  \_\_\_\_\_

EMERGENCY  \_\_\_\_\_

### Custom or Additional Dialing Instructions

