

Reference Guide to Booking Confirmation Sheet

948/937 Booking/Confirmation Template			
Housing Supplier Name:	1		
Oppty Number (if known):	2		
Client Name:	3		
Guest First Name:	4		
Guest Last Name (Surname):	5		
Arrival Date:	6		
Departure Date (confirmed or tentative):	7	Confirmed or Tentative?	8
Total number of days approved by client:	9		
Total Daily Rate (excluding tax):	10		
Tax percentage:	11		
Begin date of Tax Exempt Status	12		
Refund ALL taxes once exempt?	13		
Pet fee amount (if applicable):	14		
Is Pet Fee taxable?	15		
Additional fees – not included in daily rate (note if taxable):	Additional Item	Taxable? Yes or No	Frequency of Fee
	16	16	16
Apartment address:	Property Name:	17	
	Street Address	City, State	Zip Code
	18	18	18
Building and apartment/unit number:	19		
Apartment size (1 bedroom, 2 bedroom, etc):	20	If Other, please specify:	20
ExecuStay Franchise booking only – Select Name of Franchise Market:	21		
Additional information or comments:	22		
Form Completed By:	23	Date Form Completed:	24

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937/948 Reference Sheet		
Prior to sending oppty to 937 or 948, complete the booking confirmation and attach to the oppty.		
1	Housing Supplier Name:	Housing Supplier Name should be listed as the company name where checks will be cut. (NOTE: If Franchisee, please list your company name and market)
2	Oppty Number (if known):	Oppty number (if known)
3	Client Name:	Client name can be found on "Okay to Book" email, oppty, or direct from client
4	Guest First Name:	Guest First Name from "Okay to Book" email or direct from client/guest
5	Guest Last Name (Surname):	Guest Last Name (Surname) from "Okay to Book" email or direct from client/guest
6	Arrival Date:	Please list the date guest is arriving to the unit
7	Departure Date (confirmed or tentative):	Please list the date guest is departing from the unit
8	Confirmed or Tentative?	Indicate whether departure is confirmed or tentative
9	Total number of days approved by client:	Can be found on "Okay to Book" email, oppty, or direct from client/guest
10	Total Daily Rate (excluding tax):	Indicate total daily rate that will be charged to the client. If EPIC, please exclude the referral fee (i.e.: Client charged \$100, provider to be paid \$93...this is a \$7/day referral fee)
11	Tax percentage:	Indicate tax percentage plus any additional taxes (Occupancy, State, County, City, etc.)
12	Begin date of Tax Exempt Status	Complete only if applicable
13	Refund ALL taxes once exempt?	Complete only if applicable. Complete with Yes, No, or N/A
14	Pet fee amount (if applicable):	Complete only if applicable
15	Is Pet Fee taxable?	Complete with Yes, No, or N/A
16	Additional fees – not included in daily rate (note if taxable):	Complete only if applicable (i.e.: crib, housekeeping, delivery, garage, etc)
17	Property Name:	Please list the property name as identified in the property lease agreement
18	Street Address, City, State, Zip Code	Please list actual address of unit that guest will be staying in
19	Building and apartment/unit number:	Please list actual building and apartment number
20	Apartment size (1 bedroom, 2 bedroom, etc):	Indicate apartment size
21	*ExecuStay Franchise booking only* – Select Name of Franchise Market:	Please complete with name of franchise market
22	Additional information or comments:	Please complete with anything not addressed above
23	Form Completed By:	Your name
24	Date Form Completed:	Date completed and sent to Oakwood