Authorization No.	AUTH12345	oxtimes Complimentary $oxtimes$ House Use
Guest Name:	John Doe	
Company/Agent:	Acme Corporation	
Position:	Manager	
Arrival Date:	2025-01-24	Departure Date: 2025-01-30
Persons:	2 ‡	No. of Rooms: 1
Room Type:	○ Superior/Standard ○ Premier ● Suite	
Reason for Complimentary:	 ☑ Inbound Contract ☐ Group Contract ☐ Guest Complaint ☑ Prize Winner ☐ Site Inspection/Fam. Trip Other (specify): Special Event 	
Inclusions:	 ☑ Rooms ☑ Food ☐ Telephone ☑ Internet ☐ Laundry ☐ Minibar Other Remarks: Special dietary requiren 	
Requested By:	Alice Johnson	Sign: A. Johnson
Authorized By:	Bob Smith	Reservation No.: RES67890

Submit