

TAKE AWAY AND FRUIT CAKE OR FRUIT BASKET FORM

Guest Name _____ Guest Room Number: _____

Request Name: _____ Shift : _____

Department Request: _____ Request to Department: _____

TYPE OF REQUEST FOR

- ☐ Breakfast take away
☐ Fruit Basket
☐ Fruit Cake
☐ Other

Reason: _____

Requested by:

Received by:

Prepared by

FO Department

F&B Department

Kitchen Department

Date: ____/____/____

Date: ____/____/____

Date: ____/____/____