



# Carlson Building Maintenance

**Hotel Form**

**03-29-2024**

- **Hotel request must be requested ahead of time.**
- **Select numbers of rooms**
- **Select numbers of beds (Single or double)**
- **Notify the employee to check in by 3pm.**
- **Specify employee name under hotel**
- **Employee name under hotel must have an I.D.**
- **Employee must pay deposit for incidentals.**
- **Any No Call No Show/Cancel will be a company loss.**

### District Information

Dm: | Josh Dellwo

### Job Information

Store: | 174 Hugo's 13th Ave N. Grand Forks, ND

### Job Information

|                 |            |                |            |
|-----------------|------------|----------------|------------|
| Check In:       | 04-01-2024 | Check Out:     | 04-03-2024 |
| How many rooms: | 1          | How many beds: | 1          |

### Employee Information

New Employee Name | Rene Cedillo

### Job Information

|                          |       |               |         |
|--------------------------|-------|---------------|---------|
| Site visit/Project type: | VAT's | Order number: | T234234 |
|--------------------------|-------|---------------|---------|

### Notes

### Office use only

Notes