



Carlson Building Maintenance

Hotel Form

01-13-2025

- **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: | Jose Martinez

Job Information

Store: | 207 Meijer #294 Escanaba MI

Job Information

Check In:	01-13-2025	Check Out:	01-15-2025
How many rooms:	1	How many beds:	2

Employee Information

New Employee Name | Moncada, Edward #15665 & Dimas de Leon, Ramon #15671

Job Information

Site visit/Project type:	Full DSR	Order number:	T234234
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Notes

Same Hotel as Edwin Pacheco the Manager that he can assist them to do check in. Edwin will be covering for me the next two days and Bob will be submittin Edwin's Hotel Request. Thank you

Office use only

Notes