Carlson Building Maintenance

Hotel Form

09-28-2026

- **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:	574 Target T0806 Stevens Point

Job Information			
Check In:	09-28-2026	Check Out:	10-01-2026
How many rooms:	1	How many beds:	1

Employee Information	
New Employee Name	José Dos Ramos

Job Information			
Site visit/Project type:	Full SR	Order number:	2015

Notes
Please have company credit card in file

Office use only	
Notes	