



# Carlson Building Maintenance

**Hotel Form**

**09-16-2024**

- **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: | Jose Martinez

### Job Information

Store: | 633 T1334 Marquette MI

### Job Information

|                 |            |                |            |
|-----------------|------------|----------------|------------|
| Check In:       | 09-16-2024 | Check Out:     | 09-17-2024 |
| How many rooms: | 1          | How many beds: | 1          |

### Employee Information

New Employee Name | Jose Martinez (Manager)

### Job Information

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

### Notes

### Office use only

Notes