

(7)

(L) Form.

The (L) Form is filled along with the guest registration post whenever the foreign guest arrival in the hotel. (L) Form is filled and submitted as the FRO / FRRD (Foreign Registration Office) (Foreign registration regional office). within 12 to 24 hours of the foreign guest arrival in the hotel.

In case of Pakistani and Bangladesh national the form is fill and the F.R.O / F.R.R.O within 12 hrs & the guest arrival in the hotel.

By Submitting the sea form a hotel inform the local govt. about the foreign guest arrival in the hotel. So that the govt. can keep attract on the movement of foreign nationals with in the Country.

Room Reservation

Is one of the most imp dept. for of front office. it is considered the back bone or the nervous system of the hotel. the room reservation dept. is where all reservation request are receipt & processed.

Mode of room Reservation.

- # Telephone
- # Fax
- # Net Internet
- # personally
- # Letter

The global distribution system or the GDS is now the most popular form of room reservation. The GDS is software with connect the various point of sale to one central network thus enabling client or the travel agent to booked the hotel room directly.