**Long Term Luggage Storage From**

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sl No. \_\_\_\_\_\_\_\_\_\_Reg. Record No:\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile / Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resv. no : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room no : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Storage Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected Pick Up Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pick Up By : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Details : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hereby request luggage storage. The sole purpose of this is to enable the guest luggage(s) to be kept in storage.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Qnty.** | **Storage Date** | **Staff** | **Guest signature** | **Pick up Date** | **Pick up by signature** | **Staff** |
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|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |

Guest understands the terms and conditions being:

1.) Maximum duration of storage to be two month.

2.) [Hotel Name] will not be held responsible for any missing or damage items inside the luggage.

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By Staff : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_