

Name:

Date:

Folios

Instructions: 1. Label the Folio below by dragging and dropping the words.

Address	E-mail Address	Folio Number	Guest Name	Room Number
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2. Please complete Mr. John Seymour's Folio by recording the following information into the correct columns. Mr. Seymour paid for his dinner on January 15th, 2021. Post Room Charge\$110 for January 16th, 2021 and Telephone for \$5. Finally calculate Mr. Seymour's Total Bill.

**Sand Dollar Resort
Long Island Bahamas
(242) 338-0000**

Mr. John Seymour

Alice Town

Bimini, Bahamas

Jseymour242@yahoo.com

#0025

6547

Garden View Suite

Date	Description	Charge	Credit
Jan 15 th , 2021	Room Charge	\$110	
	Dinner	\$75	
Jan 16 th , 2021	Room Charge		
	Breakfast	\$12	
	Gift Store	\$50	

Total Balance: