A. Make a simple report from your arrival to departure in a hotel. Use the guide table below.

B. Tools, Equipment, and paraphernalia should be kept properly in the storage room/area. List down at least five (5) helpful guides/ways on how to properly store them.

Make a simple report from your arrival to departure in a hotel. Use the guide table below.

Cus-tomer No.	Name (Name of family member/friend)	Room No.	Arr Date	Arr Time	Room Type	Adult	Dep Date	Dep Time	Room Rate	Billing Instruction	Balance (other charges)	Total Charges
Exam-ple	Kim, Joon	875	9-12-2020	6:13 pm	07	1	9-13-2021	7:09 pm	Php 7,000	Credit Card	Php 5,000	Php 13,000
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