Guest Mail Log

Date Received 1	Addressed To 2	Mail Format 3	Addressee's Signature for Receipt 4	Identity Verified By 5

1 Date Received: the date mail is delivered to the hotel
2 Addressed to: Guest Name the letter is addressed to
3 Mail Format: Envelope or box and sizes
4 ONLY the address of the envelope can receive the mail and sign for it.
5 Hotel Staff ONLY can verify the ID of the recipients.
NOTICE: Mails not picked up in 2 weeks will be sent back to sender.