

_____ Hotel Name	Day:
<h1 style="margin: 0;">Management Report</h1>	Date:
	Auditor:

# Room Rented	# DNR Rooms	# Comp Rooms	# Known Complaints	Room Revenue	Occupancy	ADR	RevPAR

DEPOSITS	Reported by computer	Actual Deposit	Variance +Over - Short	Reason (use back of this page for further details)
Cash				
Check				
VISA				
MC				
DISCOVER				
Diners Club				
JC				

Guaranteed No Show Record:

Name	Guarantee Method Clarify Guarantee Type and & 4 digits of the card	Charged? Y or N (Specify reason if Not Charged)

Notes you feel your manager should know about: