

GUEST DEPARTURE REPORT

GOODSTAYS TEAM

Sequence Number

Date Submitted

Submitted By

PROPERTY DETAILS

Property Code

Property Name

Address

Suburb

Postcode

GUEST DETAILS

Res Number

Guest Name

Are there any issues to report?

Departure Date

Next Booking

Issues Identified are to be on charged to

Are there any issues to report?



JOB DETAILS

Description of issue(s) identified	Wax or some other substance melted into main living room coffee table. Extra cleaning required.
Are Goodstays Services required?	No



REPLACEMENT ITEMS

Description of issue(s) identified	
Are replacement items required?	No

SUMMARY

Vehicle Charge Subtotal Total (\$)	<input type="text" value="\$19.85"/>
Call Our Charge Total (\$)	<input type="text" value="\$0.00"/>
Comments / Further Action	<input type="text"/>
Service and Labour Total (\$)	<input type="text" value="\$0.00"/>
Replacements Total (\$)	<input type="text" value="\$0.00"/>
Other Items Total (\$)	<input type="text" value="\$0.00"/>
General Service and Labour Total (\$)	<input type="text" value="\$0.00"/>
REPORT / INVOICE TOTAL (\$)	\$19.85
Total Includes GST amount of (\$)	\$22.83

SIGN OFF

Completion Date

Prepared By

Signed - On behalf of Goodstays

Signed

