GROUP INQUIRY WORKSHEET

Front Desk Associate – Enthusiastically welcome the call, “Great we love Groups – Have you stayed at out hotel before? At Quality Inn & Suites we offer a Free Hot Breakfast Bar and a full kitchen in every room. "

GROUP NAME:_____ DATE_____

CONTACT PERSON: _____

PHONE #:_____FAX #:_____

E-MAIL ADDRESS:_____

ARRIVAL DATE:_____DEPARTURE DATE:_____

NUMBER OF ROOMS/ROOM TYPE_____

SPECIAL REQUESTS:_____

Front Desk Associate – I will forward your Group Request to our General Manager and he/she will contact you within 24 hours with rates and availability.

Last Year ADR/OCC
Current ADR/OCC

Date	Comments (rate quoted, feedback from group leader, etc.)