CONTACT CHEAT SHEET:
Reception Site

staple business card here

Name: _____

Address: _____

_____

Contact: _____

Phone: _____

Fax: _____

E-mail: _____

Web site: _____

Room(s) and time reserved: _____

_____

Estimate: $_____

Deposit: $_____ Date paid: ____ /____ /____

Total cost: $_____

Balance: $_____ Date due: ____ /____ /____

Notes

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