## PRILOZI: OBRASCI ZA DISCIPLINU 6. POSLOVANJE RECEPCIJE HOTELA – DOKUMENTI:



## 1.) Hotelska iskaznica:

|  |  |
| --- | --- |
| **Home** | Ime/ Name  ...........................................  Soba/ Room  .....................  Individualno Agencija SPG  Noćenje / accommodation  Noćenje i zajutrak / Bed and breakfast/ |
| **Dobro došli Welcome Willkommen** |
| Dolazak \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Odlazak \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Potpis: |

**Home**

10000 Zagreb, Kršnjavoga 1

tel: +385 1 489 2000

e-mail: westin@westin.hr



**2. Registracijiski list**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Home | | | | REGISTRATION FORM | | |
| PREZIME IME | | | | | | |
| SURNAME FIRST NAME  ADRESA | | | | | | |
| FULL ADDRESS  NAZIV TVRTKE | | | | | | |
| COMPANY NAME  DOLAZAK ODLAZAK | | | | | | |
| ARRIVAL DATE DEPARTURE DATE | | | | | | |
| PLAĆANJE | * GOTOVINOM/CASH VISA * AMERICAN EXPRESS EUROCARD * DINER'S CLUB OSTALO/OTHER | | | | | |
| PAYMENT BY |
| NOĆENJE/ACCOMMODATION PANSION /FUULBOARD POLUPANSION/HALFBOARD  | | | | | | |
| ROOM No | | PERS | RATE | | SIGNATURE | CLERK |
|  | |  |  | |  |  |

**3. Hotelsk i rač un :**



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**R A Č U N NO 5551**

# INVOICE

IME \_, soba br.

Datum dolaska: datum odlaska:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Usluge | Broj dana | Broj osoba | Cijena |  | Iznos u kn |
| Odrasli:  Noćenje /zajutrak Polupansion |  |  |  |  |  |
| Djeca:  Noćenje /zajutrak Polupansion |  |  |  |  |  |
| Wellness/Masaže |  |  |  |  |  |
| Restoran a la carte |  |  |  |  |  |
| Garaža/Parkiralište |  |  |  |  |  |
| Sport/Rekreacija |  |  |  |  |  |
|  |  |  |  |  |  |
| Prijava boravka |  |  |  |  |  |
| Boravišna pristojba Tourist tax |  |  |  |  |  |
| UKUPNO – TOTAL |  |  |  |  |  |
| Način plaćanja |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Porezna grupa | Osnovica | Stopa | Porez |
| Oslobođeno PDV |  | 0% |  |
| PDV 13% |  | 13% |  |
| PDV 25% |  | 25% |  |
| Ukupno: |  |  |  |

Potpis blagajnik

Datum:

## 4. Najava obroka:



**Home**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| broj sobe | Tip sobe | broj osoba | zajutrak | ručak | Večera |
| 501 | Deluxe soba |  |  |  |  |
| 502 | Deluxe soba |  |  |  |  |
| 503 | Deluxe soba |  |  |  |  |
| 504 | Deluxe soba |  |  |  |  |
| 505 | Deluxe soba |  |  |  |  |
| 506 | Deluxe soba |  |  |  |  |
| 507 | Deluxe soba |  |  |  |  |
| 611 | Westin Poslovna soba |  |  |  |  |
| 612 | Westin Poslovna soba |  |  |  |  |
| 613 | Westin Poslovna soba |  |  |  |  |
| 615 | Westin Poslovna soba |  |  |  |  |
| 616 | Westin Poslovna soba |  |  |  |  |
| 617 | Westin Poslovna soba |  |  |  |  |
| 618 | Westin Poslovna soba |  |  |  |  |
| 801 | Poslovni apartman |  |  |  |  |
| 802 | Poslovni apartman |  |  |  |  |
| 803 | Poslovni apartman |  |  |  |  |
| 804 | Poslovni apartman |  |  |  |  |
| 805 | Poslovni apartman |  |  |  |  |
| 806 | Poslovni apartman |  |  |  |  |
| 807 | Poslovni apartman |  |  |  |  |
| 811 | Deluxe soba |  |  |  |  |
| 812 | Deluxe soba |  |  |  |  |
| 813 | Deluxe soba |  |  |  |  |
| 814 | Deluxe soba |  |  |  |  |
| 815 | Deluxe soba |  |  |  |  |
| 911 | Deluxe apartman |  |  |  |  |
| 912 | Deluxe apartman |  |  |  |  |
| 913 | Deluxe apartman |  |  |  |  |
| 914 | Deluxe apartman |  |  |  |  |
| 915 | Deluxe apartman |  |  |  |  |
| 916 | Predsjednički apartman |  |  |  |  |
| 917 | Predsjednički apartman |  |  |  |  |

## 5. Pomoć ni ob raz ac – telefonski poziv



**Home**

10000 Zagreb, Kršnjavoga 1

tel: +385 1 489 2000

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pomoćni obrazac – telefonski poziv** | | | | | |
| datum |  |  |  |  |  |
| Mr/Mrs |  |  |  |  |  |
| soba |  |  |  |  |  |
| * Restoran | * bar |  | * wellness | * hotelski programi | * ostalo |
|  | | | | | |
| **Usluga:** |  |  |  |  |  |

**Obrazac 6. prijam rezervacije**

****

**Home**

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**Prijam rezervacije**

Za dan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Za gosta\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Broj osoba i vrste soba\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cijena i vrsta aranžmana\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plaćanje\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Napomena\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Datum: Rezervaciju primio:

**Obrazac 7.** **Dolazak i odlazak gostiju**



**Home**

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e-mail: westin@westin.hr

Dolazak i odlazak gostiju za dan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2017.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| broj sobe | Tip sobe | Ime i prezime | Broj osoba | PU  ZU | država | odlazak | grupe |
|  | V kat |  |  |  |  |  |  |
| 501 | Deluxe soba |  |  |  |  |  |  |
| 502 | Deluxe soba |  |  |  |  |  |  |
| 503 | Deluxe soba |  |  |  |  |  |  |
| 504 | Deluxe soba |  |  |  |  |  |  |
| 505 | Deluxe soba |  |  |  |  |  |  |
| 506 | Deluxe soba |  |  |  |  |  |  |
| 507 | Deluxe soba |  |  |  |  |  |  |
|  | VI kat |  |  |  |  |  |  |
| 611 | Westin Poslovna soba |  |  |  |  |  |  |
| 612 | Westin Poslovna soba |  |  |  |  |  |  |
| 613 | Westin Poslovna soba |  |  |  |  |  |  |
| 615 | Westin Poslovna soba |  |  |  |  |  |  |
| 616 | Westin Poslovna soba |  |  |  |  |  |  |
| 617 | Westin Poslovna soba |  |  |  |  |  |  |
| 618 | Westin Poslovna soba |  |  |  |  |  |  |
|  | VIII kat |  |  |  |  |  |  |
| 801 | Poslovni apartman |  |  |  |  |  |  |
| 802 | Poslovni apartman |  |  |  |  |  |  |
| 803 | Poslovni apartman |  |  |  |  |  |  |
| 804 | Poslovni apartman |  |  |  |  |  |  |
| 805 | Poslovni apartman |  |  |  |  |  |  |
| 806 | Poslovni apartman |  |  |  |  |  |  |
| 807 | Poslovni apartman |  |  |  |  |  |  |
| 811 | Deluxe soba |  |  |  |  |  |  |
| 812 | Deluxe soba |  |  |  |  |  |  |
| 813 | Deluxe soba |  |  |  |  |  |  |
| 814 | Deluxe soba |  |  |  |  |  |  |
| 815 | Deluxe soba |  |  |  |  |  |  |
|  | IX kat |  |  |  |  |  |  |
| 911 | Deluxe apartman |  |  |  |  |  |  |
| 912 | Deluxe apartman |  |  |  |  |  |  |
| 913 | Deluxe apartman |  |  |  |  |  |  |
| 914 | Deluxe apartman |  |  |  |  |  |  |
| 915 | Deluxe apartman |  |  |  |  |  |  |
| 916 | Predsjednički apartman |  |  |  |  |  |  |
| 917 | Predsjednički apartman |  |  |  |  |  |  |