

Hotel Lost & Found Receipt

Date: _____

Receipt No.: _____

Hotel Name: _____

Room Number: _____

Guest Information

Guest Name: _____

Contact Number: _____

Email: _____

Address: _____

Lost Item Details

Item Description: _____

Brand/Model: _____

Color/Identifying Marks: _____

Date Lost/Found: _____

Location Found: _____

Remarks: _____

Guest Signature

Staff Signature