

# Guest Checkout Guidelines

Thank you for choosing to stay with us. To ensure a smooth and convenient checkout process, please review and follow the guidelines below:

## Before Checking Out

- Review your room to ensure all personal belongings have been collected.
- Check all drawers, closets, and the bathroom for any items left behind.
- Return room keys/key cards to the front desk or designated drop-off box.
- Settle any outstanding charges or bills (minibar, room service, etc.).
- Dispose of trash in designated bins and leave used towels in the bathroom.

## Checkout Time

- The standard checkout time is **12:00 PM** unless otherwise stated.
- For late checkout requests, please contact the front desk in advance.

## Express Checkout

- If you wish to use express checkout, please ensure all bills are settled prior to departure.
- Leave your key card in your room or in the express checkout box.

## Feedback

- We welcome your feedback. Kindly fill out the feedback form available at the front desk or via email after checkout.

If you have any questions or require assistance, please contact our reception staff. We wish you a pleasant journey and look forward to hosting you again.