**LNR Inquiry Sheet for Front Desk**

Name of Front Desk Agent: Today’s Date:

Name of Person Inquiring:

Name of Company:

Contact Info (need at least one). *If possible, please attach business card.*

 Phone:

 Fax:

 Email:

Number of Sleeping Rooms Needed per month (approx):

Number of Nights needed per stay (approx):

Special Needs/Comments:

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*Please put completed form in Michelle’s mailbox. She will complete the rest of this form.*

History:

Returning client? Yes No When:

If no, how did they hear about us?

What does this company/organization do?

What is the contact person’s role within the organization?

Budget:

Competition: What other hotels are they considering?

Our strength over competitors: