

LAUNDRY TICKET

Laundry

Pressing

Dry
Cleaning

For pick-up, please call Front Office at 493-8889 ext. 6100, daily from 7:00am to 5:00pm

Name _____		Room No. _____		Date _____	
Signature _____		Accommodation _____		CGA / HS _____	
Guest Count	Staff Count	PARTICULARS	Unit Price	Amount	Special Care Instructions
		BARONG			
		BATHROBE			
		BLAZER / COAT			
		BOXERS / BRIEFS			
		BRASSIERE			
		DRESS (ORDINARY)			
		HANDKERCHIEF			
		JACKET / SWEATER			
		JUMPER			
		NECKTIE			
		NIGHTDRESS			
		OVERALLS			
		PAJAMA / JOGGING PANTS			
		PANTY			
		SHIRT / BLOUSE			
		SHORTS			
		SKIRT			
		SOCKS / STOCKING			
		SUIT (2 PCS)			
		TROUSER / JEANS / SLACKS			
		UNDERSHIRT / VEST / SCARF			
Checked by					
CHARGES					
Basic				P _____	
Add				P _____	
Total				P _____	

Note:

- 1 Guest must itemize and sign this list; otherwise the Staff Count shall be accepted and considered correct.
The company shall not be held responsible for any damages resulting from the laundry, pressing, or dry cleaning process, such as but not limited to fading, shrinkage, loss of buttons, ornaments, or anything left in the pockets.
- 2 Any claims or complaints must be made within 24 hours upon receipt of the articles.
- 3 Items not collected or claimed within 60 days shall be disposed of.

Approved Travel Agencies

TRAVEL AGENCY	CONTACT PERSON	CONTACT NO.	ADDRESS	email address
Blue Horizons	Rose	232 8886	Gorordo	
Discovery Tour	David	340 4098	Lapu Lapu City	
Grand Holidays Inc.	Donald	255 5757	Ramos	
Travelways International	Jovel/Raify	255 4195	Ramos	
Tesley Travel Services	Connie/Poonam	852 2845 6366	Hong Kong	connie@tesley.com.hk
Jebsen Travel Management	Betty Lam	852 3180 6188	Hong Kong	betty.lam@bcdtravel.hk
TQ3 Travel Solutions	Shirley Tan	65 6395 5300	Singapore	shirley.tan@corporate.com.sg
Turismo Asia	Arunee	66 2245 1551	Bangkok	tkt.bkk@turismoasia.com
Airstop	Eva De Schryver	32 926 88507	Europe	eds@airstop.be / rr@airstop.be
Airbrokers International	Kristina	1 800 883 3273	USA	kristina@airbrokers.com
Travel Experts	Amol	1 425 368 2462	USA	travel.experts@comcast.net
Travel Planet Toorak	Tess Jamero	613 9827 2200	Australia	tess@toorak.net

TRAVEL WEBSITES:

www.cebupacificair.com accept 3rd party booking
www.philippineairlines.com
www.cathaypacific.com
www.singaporeair.com
www.jetstar.com
www.tigerairways.com
www.bt-store.com
www.expedia.com
www.kayak.com

accept 3rd party booking

accept 3rd party booking (cheapest flight for Singapore, Bangkok and Viet Nam)

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accept 3rd party booking

accept 3rd party booking

accept 3rd party booking

NOTE: 3rd party booking is when you make a booking for someone other than yourself (this applies to online booking where one will use his/her own personal credit card or other's credit card for other person)



Business Training Trip Order Form

INSTRUCTIONS

1. Fill out in three (3) copies.
2. Submit to HR/Admin.
3. Attach the following required documents:
 - a. For local training: course / program outline
 - b. For foreign training: course program / outline / letter of invitation / cost breakdown / justification from superior
 - c. For foreign travel: approved letter of request / invitation
4. Service agreement may be required depending on cost (not limited to training fee) and duration of training.

NAME		ID NO.	JOB TITLE	CONTACT NO.
SIGNATURE	LOCATION	GROUP	DEPARTMENT/SECTION/UNIT	
BUSINESS TRIP				
PURPOSE		PROJECTED BUDGET	PLS. CHECK: DOMESTIC <input type="checkbox"/> BUDGETED <input type="checkbox"/> FOREIGN <input type="checkbox"/> UNBUDGETED <input type="checkbox"/>	
GOAL / OBJECTIVE (Attach extra sheet if necessary)			INCLUSIVE DATES FROM: _____ TO: _____ HR HEAD _____	
DESTINATIONS	DATE & TIME OF OFFICIAL BUSINESS		MODE OF TRAVEL <input type="checkbox"/> AIR <input type="checkbox"/> LAND <input type="checkbox"/> SEA TRAVEL SPONSORED BY: BF-E <input type="checkbox"/> IFT/IFSH <input type="checkbox"/> BF Partners <input type="checkbox"/> <input type="checkbox"/> Meals <input type="checkbox"/> Meals <input type="checkbox"/> Meals <input type="checkbox"/> Lodging <input type="checkbox"/> Lodging <input type="checkbox"/> Lodging <input type="checkbox"/> Fare <input type="checkbox"/> Fare <input type="checkbox"/> Fare	
	START	END		
			FOR FOREIGN TRAVEL: With valid passport? <input type="checkbox"/> Yes <input type="checkbox"/> No Any visas required? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of last company foreign bus. trip: _____	
REMARKS				
RECOMMENDING APPROVALS (SUBJECT TO FINAL APPROVALS)				
_____		_____		
IMMEDIATE SUPERIOR / NEXT HIGHER LEVEL		DEPARTMENT HEAD		
AUTHORIZED EXPENSES: To be filled out by HR/Admin				
Duration of Stay	Meals	Prepared By:		
Plane Fare	Miscellaneous	_____		
Other Transportation	Hotel Accommodation	Noted By:		

FINAL APPROVALS				
CHIEF FINANCE OFFICER (Domestic & Foreign Training/ Travel)		PRESIDENT / CHIEF EXECUTIVE OFFICER		
_____		_____		
Signature Over Printed Name		Signature Over Printed Name		

Distribution: HR/Admin (Original) and Finance (Photocopy)



BIGFOOT ENTERTAINMENT PHILS., INC.

PURCHASE ORDER

Date	P.O. No.
To	Attention
Address Cebu City	

Particulars	Rates
Airfare for:	
	Total

Prepared by:

Noted by: