

Reservation Details

This form helps all members of your staff obtain important information when taking reservations.

Just copy the forms and post them near all phones. While phones are typically answered by a staff member who is already trained to gather the critical reservation information on this form, dishwashers, porters and prep-cooks - who may not know how to take a reservation - have been known to just grab the phone and give it their best shot. This form (and the Frequent Question/Answer Form) will help them and help your customers as well.

RESERVATION Details

☺ **SMILE WHEN SPEAKING !**

☺ **THANK THE PERSON FOR THIS RESERVATION.**

➡ Ask them to please call us if they need to cancel.

WRITE DOWN on a Reservation-pad or book:

✍ What is their name? _____

✍ What is their phone number? _____

✍ How many are in their party? _____

✍ When are they coming?

✍ Day of the Week _____

✍ Date _____

✍ Time _____

✍ What (if any) special requests do they have?

➡ Be sure our staff is aware of these special requests.

✍ Who took this reservation? _____

✍ When was the reservation taken?

✍ Date: _____ Time: _____