



LAUNDRY / DRY CLEANING PRESSING SERVICES

NO. _____

NAME (PRINT)/ SIGNATURE _____

Special Instruction:

ROOM NO. _____

DATE _____

PLEASE CHECK TYPE OF SERVICE REQUIRED:

PLEASE CHECK KIND OF SERVICE REQUIRED:

Regular items: received before 11:00 a.m. will be returned at 11:00 a.m. the following day.

If received after 11:00 am to 5 p.m will be returned at 5:00 p.m. The following day.

Dry cleaning : received before 11:00 a.m. will be returned at 11:00 a.m. the following day.

If received after 11:00 am to 5 p.m will be returned at 5:00 p.m. The following day.

Express service: received before 11:00 a.m. will be delivered sameday at 5:00 p.m. with additional charge of 50% based on the basic charge.

If received after 11:00 a.m. To 5:00 p.m. will be delivered the following day at 11:00 a.m. with additional charge of 50% based on the basic charge.

- () Laundry
 () Dry Cleaning
 () Pressing
Please return:
 () Folded
 () On hanger

For service, Please call Housekeeping local 706/707 or your Room Attendant

Guest Count	Hotel Count	Laundry Items	Unit Price			Description (For Hotel use only)	
			Laundry	Dry Cleaning	Pressing	Amount	Description
		Trousers / Slacks / Pants	75	160	50		
		Blouse/Shirt:Sleeveless	65	105	45		
		Short Sleeves	65	135	55		
		Long Sleeves	75	160	55		
		Jacket w/out lining	85	225	55		
		with lining quilted		335			
		Jumpsuit/Overalls		290			
		Overcoat:without lining		405			
		:with lining		485			
		T-shirt with collar	55		40		
		T-shirt with no collar	55		40		
		Undershirt/Underpants	40		23		
		Shorts	55		30		
		Socks (pair)	40				
		Sweater	85	255			
		Vest/Chaleco		150			
		Handkerchief	40		15		
		Pajama (set)	85		55		
		Sotana / Robe	125	145	65		
		Coat/Suit Top		275	85		
		Barong L. Sleeves		175	75		
		Barong S. Sleeves		175	55		
		Neck Tie		105	45		
		Blazer/Suit Top		225			
		Dress: Cocktail/Evening		325			
		Breasted/Pleaded		405			
		Gown:Plain/Long		440			
		Wedding		1,390			
		Vell/Train		645			
		Sarong/Shawl	65	145			
		Scarf	55	105			
		Skirt:Short	65	135			
		Long	75	160			
		Cap/Hat	55	125			
		Others: (specify)					

Basic Charge	Php		Received by:	Time:
Express Basic Charge + 50%			Marked By:	Time:
Service Charge			Checked By:	Time:
Value Added Tax			Delivered By:	Time:
Total Charge	Php		Remarks	Time:
Completed By				

Terms and Conditions:

- Please list the quantity of each items and sign the completed list otherwise the hotel count will be accepted as correct.
- Although great care is practiced, the hotel cannot be held responsible for any damage resulting from the cleaning / pressing process of items left in the pocket.
- Liability of the hotel is limited to the extent of five (5) items the cost service
- Items not claimed within 60 days will be disposed of.
- All claims of damage be made within 24 hours after delivery and accompanied by the signed original list.

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