

# Front Desk Traces

From 7/25/2014 to 7/25/2014

Clerk: MARK

Trace Status: Not Done

**Front Desk Traces Report - Trace messages for reservations are listed by date due.  
Report includes reservation number, assigned clerk and trace code status.**

July 25, 2014

Res No. 103263

Client Hawthorne, Michael

Phone 555-555-5555

Fax

email

Notes

Confirm Reservation

Please also determine if he will require a pick up from the airport

**Date Due 7/25/2014**  
Responsibility ANNA  
Status Not Done  
Trace Code CALL

Res No. 103264

Client Collins, Peter

Phone 555-555-5555

Fax

email

Notes

Confirm All Activities with Gt

**Date Due 7/25/2014**  
Responsibility LORI  
Status Not Done  
Trace Code ACTIV

Res No. 103264

Client Collins, Peter

Phone 555-555-5555

Fax

email

Notes

Confirm Reservation

**Date Due 7/25/2014**  
Responsibility ANNA  
Status Not Done  
Trace Code CALL

Res No. 103033

Client Morrison, Jane

Phone 555-555-5555

Fax

email

Notes

Guest Service Required

Please pick up drycleaning and deliver by 4pm

**Date Due 7/25/2014**  
Responsibility MARK  
Status Not Done  
Trace Code SERV

Res No. 103211

Client Smith, Rick

Phone 555-555-5555

Fax

email

Notes

Guest Service Required

Please make reservations at Le Bistrot for 2 people at 8pm.

If none available please try La Gavroche

**Date Due 7/25/2014**  
Responsibility MARK  
Status Not Done  
Trace Code SERV

- End Of Report -