



FD Practice Exercises 1

1. Make a reservation for Guest #1 for 2 nights, arriving 3 days from today, at a Leisure Rate.
2. Make a reservation for Guest #2 for 1 night, arriving today, at a Government Rate and create and attach a new Travel Agency.
3. Make a reservation for Guest #3 for 3 nights with a corporate rate, arriving one week from today and attach a Company Profile.
4. Add a request for a cot or crib to Guest #1 for their arrival date only.
5. Add an transportation pickup request for 2 people for Guest #2
6. Add an Advance Deposit Request to Guest #1 that is due tomorrow.
7. Make a reservation for Guest #4, arriving tomorrow on a package rate
8. Add Client Text to the reservation for Guest #4
9. Add a service request for Guests #1 and #4
10. Guest #2 is a VIP
11. Leave a message for Guest #3
12. Start a reservation and perform a Turnaway
13. Add Vehicle Information for Guest #2
14. Cancel reservations for Guest #2 and #4
15. Reinstate/Uncancel reservation for Guest #4

Guest List

1. Brennan, Christine
2. Chase, Carl
3. Graham, Stephen
4. Lauder, Frank
5. Roe, Patricia