

NATIONAL UNIVERSITY OF SCIENCES AND TECHNOLOGY - ISLAMABAD



Guest Room Reservation Proforma (Personal)

1	Name / Sponsor Name	
2	Designation	
3	School/ Directorate	
4	Name of Self / Guest	
5	CNIC of Self / Guest	
6	Contact No of Self / Guest	
7	Guest Relation with Sponsor	
8	Number of Guests with Details	a. Gents _____ b. Ladies _____ c. Childrens (under 10 years) _____ d. Total _____
9	Preference of Guest Room (Indicate Mess Name)	
10	Number of GRs Required	
11	Check IN Date Check OUT Date	
12	No of Nights	
13	Payment by Self /Sponsor or Guest	

Note

- a. Confirmation will be done after receipt of advance payment.
- b. Guest Room will be reserved as per availblity (Ref para 9 above)
- c. SOP May please be read before occupation