

GUEST DIRECTORY ORDER GUIDE



CALL, FAX or EMAIL
Your Order To

t. (800) 645-3856

f. (800) 351-4110

1) Property Name: _____

Address: _____

City, State ZIP: _____

Telephone: _____

Fax: _____

2) Contact: _____

Email: _____

Binders

- Padded front & back
- 1/2" ring
- Black interior
- Two inside pockets

MSGRB.5

50 \$11.⁹⁵ ea.
100 \$9.⁹⁵ ea.
150 \$8.⁹⁵ ea.
250 \$7.⁹⁵ ea.

Ring Size: 1/2" Included

3/4" Add 55¢ ea.

1" Add \$1.00 ea.

Color:* Black Brown Green
 Blue Burgundy

*Not all colors are approved for each hotel brand.
Consult the catalog or your Customer Service Representative.

Logo: Gold Foil Included
 Silver Foil Included
 Debossed Add \$1.00 ea.
 (\$50.00 setup fee for debossing per location)

Quantity

50

100

150

250

Other: _____

Guest Room Inserts

- 100# gloss cover stock
- Full Color
- 3-hole punched

BINDERINSERT

One-Time Setup Fee: \$40.⁰⁰/pg

Price per page

50 \$79.⁹⁵
100 \$89.⁹⁵
150 \$109.⁹⁵
300 \$139.⁹⁵

Pages: _____

Single-Sided

Two-Sided

Cut: Straight

Staggered

(Page 1 is 6 1/2" x 11", pages
increase in width by 1/2"
Page 5 is 8 1/2 x 11")

Room Layouts

Please include a copy of
your current room layout(s)
with this form.



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COVER PAGE & WELCOME LETTER

1) *Brand Logo:* _____

2) *Property URL:* _____

3) *Welcome Letter*

TELEPHONE SERVICE



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AMENITIES



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INTERNET SERVICE

TRANSPORTATION



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HOSPITALS

PLACES OF WORSHIP



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RESTAURANTS

AREA ATTRACTIONS



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TV CHANNELS



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ACCESS & SAFETY

Safe Deposit Boxes, Door Locks, Electronic Key Locks, In-Room Kitchens, ADA Equipment:

Fire Safety Procedures:

