TWENTY-FIRST CENTURY INN SYSTEM
LOCATION PARAMETERS FORM

The Location Parameters Form should be used by the hotel manager to provide Twenty-First Century with the initial data required to install the INN System. By filling in the blanks on this form Twenty-First Century will be able to customize the INN System.

Name of the hotel to appear on all reports

HOTEL NAME =_____
Address of the hotel and courtesy message to appear at the bottom of guest folios:
For example: P.O. Box 1419
                 Santa Barbara, CA 93102
                 THANK YOU FOR STAYING WITH TWENTY-FIRST CENTURY HOTELS.
                 IF YOU WISH TO RETURN, PLEASE CALL US
                 TO MAKE A RESERVATION (805) 964-6677.

LINE 1   =   _____

LINE 2   =   _____

LINE 3   =   _____

LINE 4   =   _____

LINE 5   =   _____

TOTAL ROOMS   =   _____

MOST COMMON RATE = $_____/(Night Single Occupancy)

ROOM TAX RATE   =   _____%
SALES TAX RATE   =   _____%

FRONT DESK CLERK SHIFT TIMES

          (Time First Shift begins):   _____   For example: 4:00 AM

          (Time Second Shift begins):   _____   For example: 7:00 AM

          (Time Third Shift begins):   _____   For example: 3:00 PM

          (Time Fourth Shift begins):   _____   For example: 11:00 PM

          (Time End of Business Day):   _____   For example: 4:00 AM

In the example shift times, the night audit shift begins at 11:00 PM and ends at 7:00 AM. This shift includes the last shift of the day and the first shift of the next day.

TWENTY-FIRST CENTURY INN SYSTEM
ROOM PARAMETERS

For each room in the hotel, you will need to list:

A) ROOM NUMBER = 1-4 Characters

B) ROOM TYPE CODE = 1-6 Characters (example: KING, QUEEN, DOUBLE)

C) ROOM LOCATION CODE = 1-6 Characters (examples: WEST, EAST)

D) VIEW TYPE CODE = 1-6 Characters (example: POOL, GARDEN)

E) TYPE OF TV = 1-3 Characters (C = COLOR, B = BLACK & WHITE, N = NONE)

F) ROOM RATING = 1-3 Characters (Scale .1 to 9.9 with 9.9 = best)

TWENTY-FIRST CENTURY INN SYSTEM
ROOM TYPES CODES
(1-6 Characters)

CODE	DESCRIPTION:

TWENTY-FIRST CENTURY INN SYSTEM
ROOM LOCATION CODES
(1-6 Characters)

CODE   DESCRIPTION

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

VIEW TYPE CODES
(1-6 Characters)

CODE   DESCRIPTION

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

TWENTY-FIRST CENTURY INN SYSTEM
ROOM PARAMETERS

ROOM NUMBER	ROOM TYPE	LOCATION	VIEW	TV	RATING
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please make as many copies of this page as needed.

TWENTY-FIRST CENTURY INN SYSTEM
ROOM RATE SCHEDULE

SEASON RATE SCHEDULE FOR ROOM TYPE

Month	Single Rate	Double Rate	Triple Rate	Four or More
January	$_____/Night	$_____/Night	$_____/Night	$_____/Night
February	$_____/Night	$_____/Night	$_____/Night	$_____/Night
March	$_____/Night	$_____/Night	$_____/Night	$_____/Night
April	$_____/Night	$_____/Night	$_____/Night	$_____/Night
May	$_____/Night	$_____/Night	$_____/Night	$_____/Night
June	$_____/Night	$_____/Night	$_____/Night	$_____/Night
July	$_____/Night	$_____/Night	$_____/Night	$_____/Night
August	$_____/Night	$_____/Night	$_____/Night	$_____/Night
September	$_____/Night	$_____/Night	$_____/Night	$_____/Night
October	$_____/Night	$_____/Night	$_____/Night	$_____/Night
November	$_____/Night	$_____/Night	$_____/Night	$_____/Night
December	$_____/Night	$_____/Night	$_____/Night	$_____/Night

SEASON RATE SCHEDULE FOR ROOM TYPE

Month	Single Rate	Double Rate	Triple Rate	Four or More
January	$_____/Night	$_____/Night	$_____/Night	$_____/Night
February	$_____/Night	$_____/Night	$_____/Night	$_____/Night
March	$_____/Night	$_____/Night	$_____/Night	$_____/Night
April	$_____/Night	$_____/Night	$_____/Night	$_____/Night
May	$_____/Night	$_____/Night	$_____/Night	$_____/Night
June	$_____/Night	$_____/Night	$_____/Night	$_____/Night
July	$_____/Night	$_____/Night	$_____/Night	$_____/Night
August	$_____/Night	$_____/Night	$_____/Night	$_____/Night
September	$_____/Night	$_____/Night	$_____/Night	$_____/Night
October	$_____/Night	$_____/Night	$_____/Night	$_____/Night
November	$_____/Night	$_____/Night	$_____/Night	$_____/Night
December	$_____/Night	$_____/Night	$_____/Night	$_____/Night

SEASON RATE SCHEDULE FOR ROOM TYPE

Month	Single Rate	Double Rate	Triple Rate	Four or More
January	$_____/Night	$_____/Night	$_____/Night	$_____/Night
February	$_____/Night	$_____/Night	$_____/Night	$_____/Night
March	$_____/Night	$_____/Night	$_____/Night	$_____/Night
April	$_____/Night	$_____/Night	$_____/Night	$_____/Night
May	$_____/Night	$_____/Night	$_____/Night	$_____/Night
June	$_____/Night	$_____/Night	$_____/Night	$_____/Night
July	$_____/Night	$_____/Night	$_____/Night	$_____/Night
August	$_____/Night	$_____/Night	$_____/Night	$_____/Night
September	$_____/Night	$_____/Night	$_____/Night	$_____/Night
October	$_____/Night	$_____/Night	$_____/Night	$_____/Night
November	$_____/Night	$_____/Night	$_____/Night	$_____/Night
December	$_____/Night	$_____/Night	$_____/Night	$_____/Night

Please make as many copies of this page as needed.

TWENTY-FIRST CENTURY INN SYSTEM
SOURCE OF BUSINESS

DESCRIPTION

TWENTY-FIRST CENTURY INN SYSTEM
GUEST TYPES

DESCRIPTION	TAX RATE (%)	ROOM CHG FREQUENCY

Room Charge Frequency Codes: D - Daily, W - Weekly, M - Monthly, Q - Quarterly, A - Annually, and C- Complementary.

TWENTY-FIRST CENTURY INN SYSTEM
COMPANY/GROUP DISCOUNTS

DESCRIPTION	DISCOUNT RATE	DISCOUNT RATE CODE

The discount rate code is used to specify how the discount rate amount is to be used.   The valid discount rate codes are: 'P' for percent, 'D' for dollar amount, or 'R' if the discount is the actually room rate to be charged.

TWENTY-FIRST CENTURY INN SYSTEM
EMPLOYEE PARAMETERS FORM

ID CODE	PASS-WORD	LAST NAME	FIRST NAME	MIDDLE INITIAL	DEPARTMENT CODE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Employee ID Code (1-10 Characters)
Password (1-4 Characters)
Department Codes (1 Character):
A – Administration, F - Front Desk, H - Housekeeping, M – Maintenance, N – Night Audit, S - Sales/Marketing, B - Beverage, R – Restaurant and G - Gift Shop.

TWENTY-FIRST CENTURY INN SYSTEM
PREVENTIVE MAINTENANCE PROGRAM

PREVENTIVE MAINTENANCE
<u>DESCRIPTION</u>

FREQUENCY
<u>(DAYS)</u>

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

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_____   _____

_____   _____

_____   _____

TWENTY-FIRST CENTURY INN SYSTEM
CHARGES

DESCRIPTION	GENERAL LEDGER ACCOUNT NUMBER
Room Charge	
Room Tax	
Sales Tax	
Phone Charge	

TWENTY-FIRST CENTURY INN SYSTEM
RECEIPTS

DESCRIPTION	GENERAL LEDGER ACCOUNT NUMBER
Cash or Check	
Bill to Company	
American Express	
Mastercard	
Visa	
Discover	