**Hotelska iskaznica:**

|  |  |
| --- | --- |
| HOTEL **Kolovare Zadar** \*\*\*\*  Web: http://www.hotelkolovare.hr/ | Ime/ Name/ Name  ...........................................  Soba/ Room/ Zimmer  .....................  Individualno \_\_\_\_\_\_\_\_\_\_\_  Agencija \_\_\_\_\_\_\_\_\_\_\_\_  Grupa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Dobro došli**  **Welcome**  **Willkommen** |
| Puni pansion/ Full board/ Vollpansion Polupansion/ half board/ Halbpansion Noćenje i zajutrak / Bed and breakfast/ Ubernachtung mit Fruhstuck |
|  |
|  |
|  |
| Prvi obrok, dana \_\_\_\_\_\_\_\_\_  Z R V |
|  |
| Završni obrok, dana \_\_\_\_\_  Z R V |
| Potpis: |

**Hotelski račun :**

HOTEL **Kolovare Zadar** \*\*\*\*

Web: <http://www.hotelkolovare.hr/>

**R A Č U N NO 1000**

INVOICE

IME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, soba br.\_\_\_\_\_\_\_\_\_\_\_\_

Datum dolaska: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_datum odlaska:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Usluge | Broj dana | Broj osoba | Cijena |  | Iznos u kn |
| Odrasli:  Noćenje /zajutrak  Polupansion |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Djeca:  Noćenje /zajutrak  Polupansion |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Wellness/Masaže |  |  |  |  |  |
| Restoran a la carte |  |  |  |  |  |
| Garaža/Parkiralište |  |  |  |  |  |
| Sport/Rekreacija |  |  |  |  |  |
|  |  |  |  |  |  |
| Prijava boravka |  |  |  |  |  |
| Boravišna pristojba  Tourist tax |  |  |  |  |  |
| UKUPNO – TOTAL |  |  |  |  |  |
| Način plaćanja |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Porezna grupa | Osnovica | Stopa | Porez |
| Oslobođeno PDV |  | 0% |  |
| Oporezivo |  | 13% |  |
| Oporezivo |  | 25% |  |
| Ukupno |  |  |  |

Potpis blagajnik

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Datum:\_\_\_\_\_\_\_\_\_

**Izvješće pansiona:**

HOTEL **Kolovare Zadar** \*\*\*\* Web: <http://www.hotelkolovare.hr/>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| broj sobe | Tip sobe | broj osoba | zajutrak | ručak | Večera |
| 101 |  |  |  |  |  |
| 102 |  |  |  |  |  |
| 103 |  |  |  |  |  |
| 104 |  |  |  |  |  |
| 105 |  |  |  |  |  |
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| 311 |  |  |  |  |  |
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| 315 |  |  |  |  |  |
| 316 |  |  |  |  |  |
| 317 |  |  |  |  |  |

**Pomoćni obrazac – telefonski poziv**

HOTEL **Kolovare Zadar** \*\*\*\*

Web: <http://www.hotelkolovare.hr/>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pomoćni obrazac – telefonski poziv** | | | | | |
| datum | |  | | | |
| Mr/Mrs | |  | | | |
| soba | |  | | | |
| * Restoran | * bar | | * wellness | * hotelski programi | * ostalo |
| **Usluga:** | | | | | |

**Obrazac za prijem rezervacije:**

HOTEL **Kolovare Zadar** \*\*\*\*

Web: <http://www.hotelkolovare.hr/>

Za dan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Za gosta\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Broj osoba i vrste soba\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cijena i vrsta aranžmana\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plaćanje\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Napomena\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Datum: Rezervaciju primio:

**Registracijski list:**

HOTEL **Kolovare Zadar** \*\*\*\*

Web: <http://www.hotelkolovare.hr/>

**Registracijiski list**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| HOTEL **Kolovare Zadar** \*\*\*\* | | | | | | | |
|  | | | |  | | | |
| PREZIME:  SURNAME | | | | IME:  FIRST NAME | | | |
| ADRESA: | | | | | | | |
| FULL ADDRESS | | | | | | | |
| NAZIV TVRTKE | | | | | | | |
| COMPANY NAME | | | | | | | |
| DOLAZAK | | | | ODLAZAK | | | |
| ARRIVAL DATE | | | | DEPARTURE DATE | | | |
|  | | | |  | | | |
| PLAĆANJE | 🞎 GOTOVINOM/CASH | | | | | 🞎 VISA | |
| PAYMENT BY | 🞎 AMERICAN EXPRESS | | | | | 🞎 EUROCARD | |
| 🞎 DINER'S CLUB | | | | | 🞎 OSTALO/OTHER | |
| NOĆENJE/ACCOMMODATION 🞎 PANSION /FULLBOARD 🞎 POLUPANSION/HALFBOARD 🞎 | | | | | | | |
| ROOM No | | PERS | RATE | | SIGNATURE | | CLERK |
|  | |  |  | |  | |  |

**Interne obavijesti u hotelu:**

**Obavijest**

|  |  |
| --- | --- |
| **Dolazak……………………………………**  Soba…………………………………………………….  Početna usluga …………………………………..  …………………………………………………………….  …………………………………………………………….  …………………………………………………………….  (potpis) | **Odlazak……………………………………..**  Soba ………………………………………………………  Završna usluga ……………………………………..  ………………………………………………………………..  Datum: …………………………………………. |

|  |
| --- |
| **OBAVIJEST O OTKAZU USLUGA PREHRANE**  Za dan…………………………  Broj sobe: ………………….  Otkazuje:  Zajutrak ………………..  Ručak …………………….  Večera …………………..  Recepcionar  :::::::::::::::::::::: Datum: ……………………..  (potpis) |

|  |
| --- |
| **NARIDŽBA SUHOG OBROKA – (LUNCH-PAKET)**  Za dan ………………………….  **Z R V**  Za sobu br.:………….  Napomena: ………………………………………………………….  Za .......... sati Datum:……………………..  ……………………………  (potpis) |

|  |
| --- |
| **OBAVIJEST O PROMJENI SOBE (CH –CHANGEMENT)**  Iz sobe ……………………. u sobu ………………………………  Iz sobe ……………………. u sobu ……………………………..  Iz sobe …………………… u sobu ……………………………..  Iz sobe ……………………. u sobu ……………………………..  Datum: ……………………….  ………………………………….  (potpis) |