

# CLIENT QUARTERLY REVIEW

<<Insert Hotel Name>>

<<Insert Company Name>>  
 Quarter <<insert DATE & YEAR>> Review

Accommodation	Annual Target	Achieved	Revenue to Date	Variance
Quarter (Q1)				
January				
February				
March				
Conference & Events	Annual Target	Achieved	Revenue to Date	Variance
Quarter (Q1)				
January				
February				
March				

Accommodation	Annual Target	Achieved	Revenue to Date	Variance
Quarter (Q2)				
April				
May				
June				
Conference & Events	Annual Target	Achieved	Revenue to Date	Variance
Quarter (Q2)				
April				
May				
June				

Accommodation	Annual Target	Achieved	Revenue to Date	Variance
Quarter (Q3)				
July				
August				
September				
Conference & Events	Annual Target	Achieved	Revenue to Date	Variance
Quarter (Q3)				
July				
August				
September				

Accommodation	Annual Target	Achieved	Revenue to Date	Variance
Quarter (Q4)				
October				
November				
December				
Conference & Events	Annual Target	Achieved	Revenue to Date	Variance
Quarter (Q4)				
October				
November				
December				

# CLIENT QUARTERLY REVIEW

## Hotel Contact Details

Hotel Name:		Hotel Telephone no.	
Sales Contact:		Email Address:	
Telephone No:		Mobile No.:	
General Manager:		Reservation Manager	
Reservation Manager		Reservation Phone:	
Conference & Events Manager:		Conference & Events Phone:	
Sales Co-ordinator:		Phone No:	
Global Account Contact:		Mobile No:	
Global Contact Position:		Email Address:	