5 mm
10 mm
28 mm
15 mm

10 mm

50 mm

000001

Safe Deposit Box No. _____

Name _____

**Helvetica Light, 8pt
Leading 13pt**

Room No. _____

Date _____

70 mm

SAFE DEPOSIT RECORD

**Helvetica Regular, 12pt,
Leading 18pt**

**Helvetica Light, 10pt
Leading 16pt**

Safe Deposit Box No. _____   Room No. _____

Name _____

Address _____

City _____   Country _____

Signature _____   Witness Signature _____

No.1 Hotel Address, City, Region, Zip Code, Country
t: xx.(x)xxx.xxxx | e: info.hotel@innarchivehotels.com | www.innarchivehotels.com

**Helvetica Light, 8pt,
Leading 11pt**

6 mm

HO
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☐ For access to safe deposit box, all authorized persons should sign in the
presence of the Guest Service Agent.

☐ I hereby acknowledge that all property stored in the vault of the hotel has been
safely withdrawn and all liability of the said hotel is hereby released.

Helvetica Light, 9pt

Opening Date	Authorized Signature	Witness Signature	Time

Helvetica Light, 6pt

WARNING

For your protection only one key exists for each safety deposit box. In case of loss of this key,
please notify the Front Office Manager immediately. In your presence the box will have to be
forced open at a charge of US$ _____ .

If key is not surrendered after checking out, the hotel reserves the right to have the box opened
and to remove contents without liability. Any content thus removed will be held in our vault and will
be surrendered to the rightful owner after receipt of charges for opening the safety box.

The signing of this card implies agreement with the above.
When opening the safety box, you should show the identification which you used for registration.

Subject to the provisions as stipulated by the local government, such as hazardous articles as
inflammables, explosive cargo, toxic substances, guns and ammunitions are prohibited to be kept
in the safety box.

THe properties I/we have deposited into the safety box are placed entirely at my/our own risk.
The Hotel and its employees are not responsible for any loss or damage.

Signature _____   Witness Signature _____   Date _____

Material
250gsm White wove paper

Color
PANTONE 187C
PANTONE Warm Gray 11C

Size
210mm x 148mm

Fonts
English font: Helvetica Light & Regular

All dimensions in millimeters. Not to scale.