



Hello, Bed and Breakfast Reservations, how may I help you?

***If not a guest call, skip to notes**

_____ I'd be happy to assist you - do you mind if I ask **how did you heard about us?**

☐ AABBA website ☐ B&B Member ☐ Other Details: _____

(Explain how the service works) Ok, I will check for availability and will provide you with contact information for 3 bed and breakfasts that are Inspected & Approved....

_____ Date(s) of Travel? _____ Number of Nights?
_____ Number of Guests?
_____ Will you have transportation? (If guest is not planning to get a car, you might recommend that even if staying downtown many of the sights to see in Anchorage are not within the city center and having a car is highly recommended).

List Three AABBA Bed and Breakfasts:

- 1.)
- 2.)
- 3.)

Thank you for inquiring with the AABBA, be sure to visit our website as you are planning your activities to learn more about our associate travel partners in the area! Give web address:

www.anchorage-bnb.com

Additional Information (Listen for, do NOT ask for these)

Were specific amenities requested? i.e. Room type, location, breakfast, rate. Please circle below and add detail if possible.

_____	Room Type	_____	Rate
_____	Location	_____	Other
_____	Breakfast	_____	

Notes: Was this a call about something else? What?

(If AABBA needs to follow up, please let the Membership Chair/Board know ASAP.)

_____ Membership	_____ Advertising
_____ Solicitation of Funds	_____ Other

Comments:

_____ Person Answering Call

_____ Date & Time of call

Ticket ID: Year (_____) MM (____) Day (____) Sequential Number of Call for the Day (____) ex: 20160216.