[Company name]

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Restaurant table reservation sheet

One sheet per service - every booking, table and special request in one place.

Date	[Date]
Service	[Lunch / Dinner]

Reservations

Time	Table	Party size	Name	Phone	Occasion / notes	Confirmed
19:00	[12]	4	[Name]	[Phone]	[e.g. birthday]	[☐]

Sign-off

Prepared by	Signature	Date