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| **Name of Client** | | | | **Contact Number** | | **Time of Arrival** | | **Time of Departure** | | **Table No.** | | | **No. of Person/s** | | **Status** | | | |
| [INSERT COMPLETE NAME OF CLIENT] | | | | [INSERT CONTACT NUMBER] | | [INSERT TIME OF ARRIVAL] | | [INSERT DEPARTURE TIME] | | [SPECIFY NO.] | | | [SPECIFY NO.] | | [SPECIFY STATUS (EX. CONFIRMED/ REJECTED)] | | | |
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