CHECK-OUT

SAMPLE DIALOGUE

1. **RECEPTIONIST**: Good morning. How can I help you?  
   *GUEST*: I'd like to check out now. Can I have my bill, please?  
   **RECEPTIONIST**: Sure. What's your room number?  
   *GUEST*: 421.  
   **RECEPTIONIST**: 421... Mr Linton... Three nights with breakfast... two drinks from the mini bar... laundry... one long distance call... That's £ 198. Would you like to check it through, please?  
   *GUEST*: Three nights... breakfast... two drinks... a phone call... that's fine. Can I pay by credit card?  
   **RECEPTIONIST**: Sure. Can you possibly sign here?  
   *GUEST*: Certainly... Here you are.  
   **RECEPTIONIST**: Thank you. Have a nice journey home, Mr Linton.
2. **RECEPTIONIST**: Good morning. Can I help you?  
   *GUEST*: I'd like to have my bill, please. My train leaves in an hour.  
   **RECEPTIONIST:** Certainly. Could you tell me your room number, please?  
   *GUEST*: Room 304.  
   **RECEPTIONIST:** 304. Mr Kane. A single for seven nights. You have got a voucher, haven't you? So you simply have to pay for your breakfast. That's € 70,00. How are you paying?  
   *GUEST*: Can I pay cash?  
   **RECEPTIONIST**: Sure. Here's your bill.  
   *GUEST:* Could you call me a taxi, please?  
   **RECEPTIONIST:** Sure.