*Just add your own PO, change the areas highlighted in yellow, and you’ll be good to go! -L*

*GET Current contact for the Bayside Doubletree and email them directly.*

Dear XX,

Would you please [make 3 reservations as outlined below] [reserve a room for our guest **FIRST LAST**] on the date**S** below?

Reservation #1

Guest Name:  **FIRST LAST**

Check in --- Sunday 16 December 2018

Check out--- Tuesday 18 December 2018

Reservation #2

Guest Name:  **FIRST LAST**

Check in --- Sunday 16 December 2018

Check out--- Tuesday 18 December 2018

Reservation #3

Guest Name:  **FIRST LAST**

Check in --- Sunday 16 December 2018

Check out--- Tuesday 18 December 2018

Please use PO# **B000XXXX** and be sure that you get a personal credit card from the guest upon check-in for any incidentals as the State of Massachusetts will pay only for the lodging charge.

Please email me the hotel confirmation**S** on this PO so that I can forward our guest the reservation numbers and the information for the Bayside Doubletree hotel.

With thanks,

*Created by* [*Louise Putnam*](mailto:louise.putnam@umb.edu?subject=Timesheet%20Template%202019)*, CLA Administrative Assistant, 2018*