



***COORDINATED SYSTEMS
& SUPPLIES, INC.***

STOCK HOTEL PRODUCTS

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Form 810060: Cash Credit Voucher. Fields include ROOM #, DATE, AMOUNT, DEPARTMENT, and SIGNATURE. It includes checkboxes for 'DO NOT WRITE IN ABOVE SPACE' and 'DO NOT WRITE IN THIS SPACE'.

Item 810060
Cash Credit Voucher
1000qty @ \$15

Form 810062: Misc Charge Voucher. Fields include ROOM #, DATE, AMOUNT, DEPARTMENT, and SIGNATURE. It includes checkboxes for 'DO NOT WRITE IN ABOVE SPACE' and 'DO NOT WRITE IN THIS SPACE'.

Item 810062
Misc Charge Voucher
1000qty @ \$15

Form 810045: Misc Credit Voucher. Fields include ROOM #, DATE, AMOUNT, DEPARTMENT, and SIGNATURE. It includes checkboxes for 'DO NOT WRITE IN ABOVE SPACE' and 'DO NOT WRITE IN THIS SPACE'.

Item 810045
Misc Credit Voucher
1000qty @ \$15

Form 810065: Paid Out Voucher. Fields include ROOM #, DATE, AMOUNT, DEPARTMENT, and SIGNATURE. It includes checkboxes for 'DO NOT WRITE IN ABOVE SPACE' and 'DO NOT WRITE IN THIS SPACE'.

Item 810065
Paid Out Voucher
1000qty @ \$15

Form 810198: Petty Cash Voucher. Fields include FOR, DATE, SIGNED, and SIGNATURE. It includes checkboxes for 'DO NOT WRITE IN ABOVE SPACE' and 'DO NOT WRITE IN THIS SPACE'.

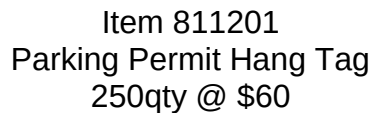
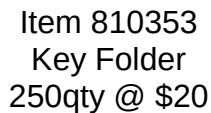
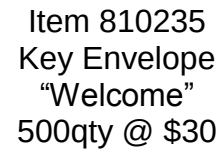
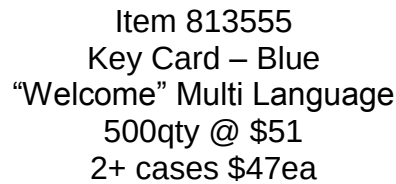
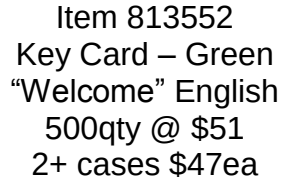
Item 810198
Petty Cash Voucher
1000qty @ \$16

Form 811507: Application for Direct Bill. Fields include BILLING ADDRESS, BILLING INSTRUCTIONS, and SIGNATURE. It includes checkboxes for 'DO NOT WRITE IN ABOVE SPACE' and 'DO NOT WRITE IN THIS SPACE'.

Item 811507
Application for Direct Bill
100qty @ \$10

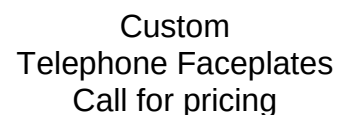
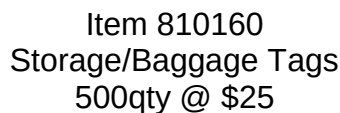
Form 810242: Cashier Envelopes. Fields include DEPARTMENT, CASHIER, and SIGNATURE. It includes checkboxes for 'DO NOT WRITE IN ABOVE SPACE' and 'DO NOT WRITE IN THIS SPACE'.

Item 810242
Cashier Envelopes
500qty @ \$35



Item 812201
Registration Cards
500qty @ \$18

Item 810248
Safe Deposit Cards
250qty @ \$20



ABSENCE REPORT

NAME: _____ NUMBER: _____
DEPARTMENT: _____ SHIFT: _____
First Date Absent: _____ Expected Date Return: _____

Reason for Absence:

☐ Illness ☐ Injury
☐ Vacation ☐ Jury Duty
☐ Personal Time ☐ Acquisition
☐ Family Death ☐ Leave Without Pay
☐ Accident on Job ☐ Unknown

Explanation, if necessary: _____

View Absence:

Expected in Absence: ☐ Yes ☐ No
Reported on First Day Absent: ☐ Yes ☐ No
Considered by Supervisor as: ☐ Excused ☐ Unexcused

TS/number 100104/0001 TBA/0104
Date: _____ Reported by: _____

Item 811048
Absence Report
100qty @ \$10

EMPLOYEE EXIT INTERVIEW

Property: _____ Date: _____
Employee Name: _____
Dates when Discontinue Use or Notice: _____
Agreed Last Day of Work: _____
Reason for Discontinuation: _____

Reason for Discontinuation (Check one): ☐ No ☐ Yes

Did you find your position fulfilling? ☐ Yes ☐ No

If yes, why? _____

When you last worked for the staff, how did you feel? ☐ Yes ☐ No

If yes, why? _____

Did you feel that you were well informed regarding the organization? ☐ Yes ☐ No

If yes, why? _____

When you received the information and you were involved in the organization? ☐ Yes ☐ No

If yes, why? _____

When the work conditions were suitable? ☐ Yes ☐ No

If yes, why? _____

When the quality of working hours is considered? ☐ Yes ☐ No

Please check all or any other comments regarding your employment: _____

Conducted by: _____ Date: _____

Item 811082
Exit Interview
250qty @ \$13

INCIDENT REPORT

PROPERTY: _____ DATE OF INCIDENT: _____
TIME REPORTED: _____ TIME OF INCIDENT: _____
TYPE OF INCIDENT: _____

LOCATION OF INCIDENT: _____

COMMENTS OF INCIDENT: _____

NAME OF EMPLOYEE INVOLVED: _____
ADDRESS: _____
TELEPHONE NUMBER: _____
NAME OF PERSON: _____
ADDRESS: _____
TELEPHONE NUMBER: _____

DESCRIPTION OF INCIDENT: _____

DESCRIPTION PROVIDED BY: _____
SPECIAL COMMENTS OF INCIDENT: _____

EXPLANATION OF MEDICAL TREATMENT AND ACCIDENT: _____

NAME OF MEDICAL CENTER OR HOSPITAL: _____

NAME OF ATTENDING PHYSICIAN: _____
HISTORY TAKEN BY: _____ POSITION: _____
FOLLOWUP ACTION TAKEN: _____

FOLLOWUP COMPLETED BY: _____
DATE OF FOLLOWUP: _____

Item 810533
Incident Report
100qty @ \$18



Item 815970
Things to Do Magnetic Notepad
100qty @ \$45



Item 815901
Magnetic Clip/
Business Card Holder
50qty @ \$65



Item 815902
Black - Letter Slitter/
Business Card Holder
25qty @ \$32.50



Custom
Presentation Folders
Call for Pricing



Custom
Rack Cards
Call for Pricing



Custom
Business Cards
Call for Pricing



Custom
Gift Bags
Call for Pricing



Custom
Writing Instruments
Call for Pricing



Item 810713
Pantene Classic
Shampoo/Conditioner
140qty @ \$35



Item 810804
Sun & Sand
Shampoo/Conditioner
150qty @ \$32.50



Item 810425
Classic
Face & Body Soap
300qty @ \$39



Item 810803
Sun & Sand
Face & Body Soap
500qty @ \$59



Item 810714
Vaseline Total Moisture
Lotion
140qty @ \$35



Item 810416
Sewing Kit
Matchbook Style
100qty @ \$16



Item 810422
Comb
Black, wrapped
144qty @ \$18



Item 810428
Deodorant
Speed Stick
24qty @ \$25



Item 810419
Razor
Disposable Twin Blade
144qty @ \$28



Item 810421
Make Up Remover Wipes
200qty @ \$32



Item 810456
Toothbrush, wrapped
144qty @ \$26



Item 810462
Toothpaste, Colgate
24 @ \$16

We Would Appreciate A Minute Of Your Time!
(Please leave in room, drop off at the front desk, or address and mail it back to us.)

ACCOMMODATIONS	FOOD	BAR	ROOM	DECK	RESERVATIONS	FOOD	BAR	ROOM	DECK
Location of Room Location	☐	☐	☐	☐	Location of Room Location	☐	☐	☐	☐
Condition of Accommodations	☐	☐	☐	☐	Condition of Accommodations	☐	☐	☐	☐
Quality of Accommodations	☐	☐	☐	☐	Quality of Accommodations	☐	☐	☐	☐
Price of Accommodations	☐	☐	☐	☐	Price of Accommodations	☐	☐	☐	☐
Service	☐	☐	☐	☐	Service	☐	☐	☐	☐
Overall	☐	☐	☐	☐	Overall	☐	☐	☐	☐

If you checked above, or through any of our representatives, we would appreciate your feedback.

Please comment on any feature, activity, service or employee you feel needs our attention for improvement or recognition.

Thank you. We appreciate you choosing to stay at our hotel and for taking the time to fill out this comment card. Please mail or return your completed form to the front desk.

Optional:

Name _____ Room # _____ Date of Arrival _____ # Nights _____

Address _____ E-Mail Address _____

City _____ State _____ Zip _____ Phone No. _____

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Item 810322
Comment Card
250qty @ \$35



Item 810365
Cups – Juice 7oz
Sleeved
2500qty @ \$50



Item 810367
Cups – Plastic 9oz
Individually Wrapped
1000qty @ \$52



Item 810468
Cups – Ripple (Hot) 9oz,
Sleeved
900qty @ \$62



Item 810467
Cups – Ripple (hot) 9oz,
Individually Wrapped
900qty @ \$76



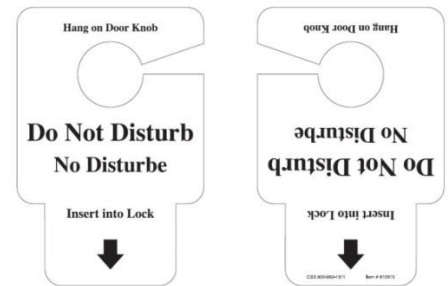
Item 710215
Lids
Fits Ripple Cups
1000qty @ \$37



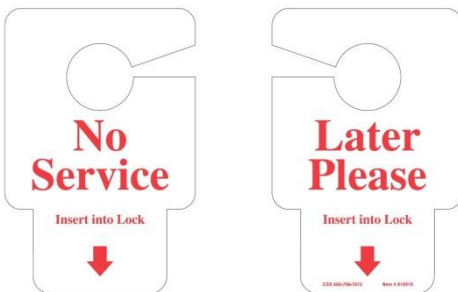
Item 810931
Door Hanger
Do Not Disturb
100qty @ \$35



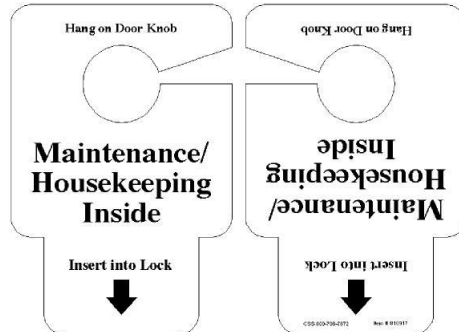
Item 810932
Door Hanger
Do Not Disturb
100qty @ \$35



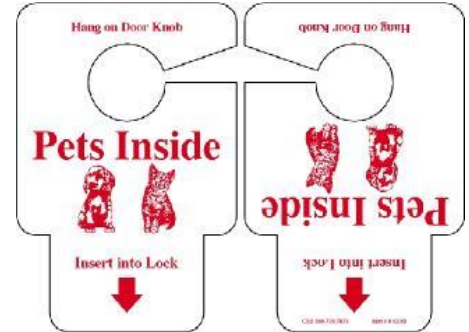
Item 810915
Electronic Door Hanger
Do Not Disturb
50qty @ \$56



Item 810919
Electronic Door Hanger
"Later Please/No Service"
50qty @ \$56



Item 810917
Electronic Door Hanger
"Maint./Hskping Inside"
50qty @ \$35



Item 810918
Electronic Door Hanger
"Pets Inside"
50qty @ \$48



Item 811401
Forget Something Tent Sign
100qty @ \$50



Item 810370
Glass Caps
900qty @ \$41



Item 811300
Hskping Assign Sheet
500qty @ \$25

Coordinated Systems & Supplies
Stock Hotel Products

Item 810320
Housekeeping Comment Card
250qty @ \$15

Item 816502
Housekeeping Daily Report
250qty @ \$15

Item 810332
Housekeeping Tip Envelope
500qty @ \$25

Item 810380
Ice Bucket Liners
2000qty @ \$25

Item 811621
Laundry Bags
1000qty @ \$69

Item 811304
Lost and Found Log
100qty @ \$10

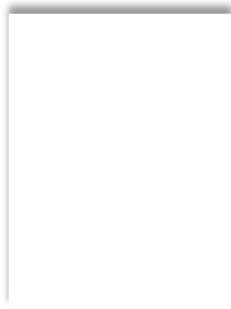
Item 827008
Magnet
"No Service Please"
50qty @ \$30

Item 810039
Maintenance Request
2-Part Form
250qty @ \$22

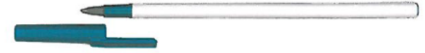
Item 811077
Non-Smoking Plastic Tent Sign
50qty @ \$50



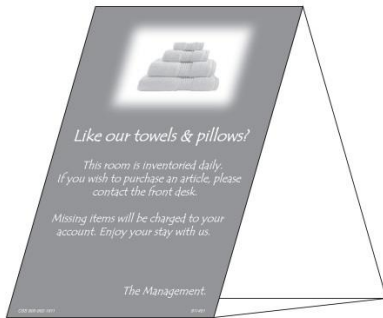
Item 811078
Non-Smoking Tent Sign
Room Cleaning Charge
100qty @ \$50



Item 811668
Notepads – blank
500qty @ \$43



Item 811680
Pens - Blank
500qty @ \$65



Item 811451
Room is Inventoried Tent
100qty @ \$35



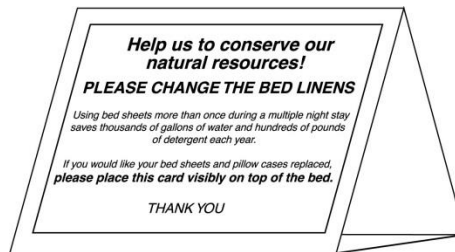
Item 811063
Safety & Security Card
100qty @ \$45



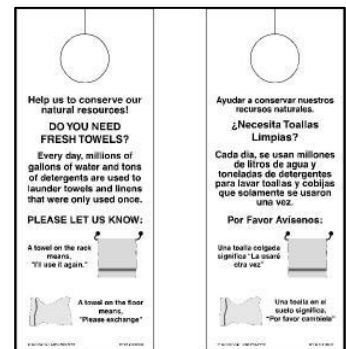
Item 811465
Shoe Mitt
250qty @ \$65



Item 810326
Unable to Service Card
250qty @ \$15



Item 810342
Water Conservation Tent Sign
50qty @ \$55



Item 810348
Water Conservation Door Hanger
100qty @ \$60