Restaurant reservation sheet

Restaurant: Example Bistro **Date:** 04/12/2026 **Service:** Dinner

Tables available: 14 **Covers available:** 48 **Host on duty:** James Patel

Write the bookings in time order and read each one back to the guest. Status: A = arrived, C = cancelled, N = no-show. Write the time in Free at when the table is released for the next guests.

Time	Guest name	Covers	Table	Phone	Requests (high chair, birthday, allergy)	Taken by	Status	Free at
18:30	Thomas Reid	4	5	07700 900123	Window table	EC		20:30
19:00	Aisha Khan	2	2	07700 900245	Anniversary	JP		20:30
19:30	Michael Brown	6	8	07700 900318	One high chair	EC		21:30
20:00	Laura Wilson	3	3	07700 900472	Vegetarian	ST		21:30
20:15	George Evans	2	6	07700 900566		JP		21:45
	Total covers	17						