

The background image shows a hotel lobby. A man in a white shirt and glasses is standing at a desk, looking at a computer monitor. A young child is standing next to him, looking at the same monitor. The desk is decorated with red flowers. The background wall is made of large, grey stone tiles. The floor is covered with a red and white patterned carpet.

Hotelier Tanji

# Hotel Front Office Training Manual with 231 SOP

*Professional Front Office Management Guide  
for Hoteliers & Hospitality Students*

# Hotel Front Office Manual

**Michael Rajnik**



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