



## Check-in Check-out (Sixth Edition)

By Gary K. Vallen Jerome J. Vallen

Prentice Hall, 1999. Gebunden. Book Condition: Neu. Gebrauch  
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management education and job-training for over two decades.  
This text provides exceptionally complete coverage of the  
hotel's front office and all of the support positions that make it  
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sales and marketing techniques, management issues, room  
rate formulas, and control and oversight. In a sequence that  
follows the flow of most guests reservation, arrival, billing,  
departure, auditing and accounting the book treats both the  
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management) while keeping students abreast of the trends  
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