

# Booking calendar template

BLANK TEMPLATE - Week / date: \_\_\_\_\_ Name / room: \_\_\_\_\_

| Time  | Mon | Tue | Wed | Thu | Fri |
|-------|-----|-----|-----|-----|-----|
| 08:00 |     |     |     |     |     |
| 09:00 |     |     |     |     |     |
| 10:00 |     |     |     |     |     |
| 11:00 |     |     |     |     |     |
| 12:00 |     |     |     |     |     |
| 13:00 |     |     |     |     |     |
| 14:00 |     |     |     |     |     |
| 15:00 |     |     |     |     |     |
| 16:00 |     |     |     |     |     |
| 17:00 |     |     |     |     |     |
| 18:00 |     |     |     |     |     |

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FILLED EXAMPLE - all names and appointments are fictional.

| Time  | Mon               | Tue                | Wed                | Thu                | Fri               |
|-------|-------------------|--------------------|--------------------|--------------------|-------------------|
| 08:00 |                   |                    |                    |                    |                   |
| 09:00 | Reserved: A. Chen | Open               | Reserved: J. Lee   | Open               | Hold: C. Ng       |
| 10:00 | Open              | Reserved: R. Patel | Open               | Reserved: A. Chen  | Open              |
| 11:00 | Reserved: M. Diaz | Open               | Reserved: R. Patel | Open               | Open              |
| 12:00 |                   |                    |                    |                    |                   |
| 13:00 | Open              | Open               | Reserved: M. Diaz  | Open               | Reserved: J. Lee  |
| 14:00 | Reserved: C. Ng   | Hold: A. Chen      | Open               | Reserved: R. Patel | Open              |
| 15:00 | Open              | Reserved: J. Lee   | Open               | Open               | Reserved: M. Diaz |
| 16:00 |                   |                    |                    |                    |                   |
| 17:00 |                   |                    |                    |                    |                   |
| 18:00 |                   |                    |                    |                    |                   |