

# QUICK GUIDE TO LOST AND FOUND ITEMS

## (LOCAL LANGUAGE)

1



**Introduce the item in a transparent bag**

**(Local language)**

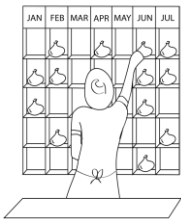
2



**Register the information in the system**

**(Local language)**

3



**Keep during 1 year and 1 day**

**(Local language)**

4



**Deliver the item to the guest**

**(Local language)**