BHMCT

(SEM. VI) EXAMINATION 2007
FRONT OFFICE OPERATIONS - V

Time : 2 Hours
[Total Marks : 50]

Note : Attempt all questions.

1. Attempt any two parts of the following : \( 7 \times 2 = 14 \)
   (a) What is VTL? Draw a VTL and discuss the advantages of VTL.
   (b) Draw the format of :
       (i) Paid out voucher
       (ii) Miscellaneous charge voucher.
   (c) Discuss check out procedure.

2. Attempt any two parts of the following : \( 6 \times 2 = 12 \)
   (a) What is a credit card? How do you accept a credit card?
   (b) Write note on ‘Bill to company’.
   (c) How do you accept payment through a traveller cheque? Explain.
3. Attempt any **two** parts of the following: \( 6 \times 2 = 12 \)
   (a) Write a note on authorized agencies for accepting foreign exchange.
   (b) What are the licenses and documents required for accepting foreign exchange?
   (c) Write a note on foreign guests entitled to pay in Indian currency.

4. Write notes on: (any **two**) \( 6 \times 2 = 12 \)
   (a) House rules for safety lockers
   (b) Starting of shift of front office cashier
   (c) Ending the shift of front office cashier.