



# TRAVEL REQUEST AND RESERVATION CONFIRMATION FORM

CLIENT'S BROKER: \_\_\_\_\_

FAX TO

CLIENT'S REGION: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Client's Account No: \_\_\_\_\_

Company Name: \_\_\_\_\_

Reservation Name: \_\_\_\_\_

Client's Mailing Address: \_\_\_\_\_

Client's Telephone #: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Destination: \_\_\_\_\_

Accommodations: (1st) \_\_\_\_\_ Price Range: \_\_\_\_\_  
(2nd) \_\_\_\_\_ Number of Nights: \_\_\_\_\_

Check-in day (date): \_\_\_\_\_ Check-out day (date): \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_

SMOKING?  NO or Yes

Type unit required:  1BR  2BR  Suite  House  Condo  Hotel  Motel  B&B  
 Queen  Double Bed  King bed  2 Double Beds  Crib  Rollaway

Credit Card:  Visa  MasterCard  American Express  Other \_\_\_\_\_

Card Number and expiration \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Special Needs: \_\_\_\_\_

1. ALL REQUESTS for accommodations must include a complete CLIENT MAILING ADDRESS and MAJOR CREDIT CARD INFORMATION before confirmation can be made.  
2. The CREDIT CARD is only needed TO SECURE THE ROOM.  
3. ALL RESERVATIONS ARE CONSIDERED CONFIRMED AND NON-REFUNDABLE. Incidentals are not included unless stated otherwise. If client does not show up or cancels, ALL CHARGES STILL APPLY. **DIRECT ALL TRAVEL CORRESPONDENCE TO YOUR LOCAL BROKER.**

➤ **Client signature:**

### CONFIRMATION TO BE FILLED OUT BY PROPERTY

Property name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Conf. #: \_\_\_\_\_ Fax: \_\_\_\_\_

Rate per room per night \$ \_\_\_\_\_ x \_\_\_\_\_ nights = Total Trade \$ \_\_\_\_\_ \*Other fees

due: \$ \_\_\_\_\_ + Brokerage fee: \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_ Client notified:

By: \_\_\_\_\_