

Reservation and Reimbursement Contact Sheet

The information on this form is required and must be completed before reservations will be accepted and confirmed.

Please email completed forms and direct all questions to tours@abccompany.com or 001 (123) 456-7890.

How the travel trade buyer will send reservations.

RESERVATION INFORMATION:

Reservation notifications (or) requests arrive via: <input type="checkbox"/> E-Mail <input type="checkbox"/> N/A, Free-sell	Confirmation required: <input type="checkbox"/> No <input type="checkbox"/> Yes, via E-Mail	Voucher: <input type="checkbox"/> Paper <input type="checkbox"/> Digital/Mobile <input type="checkbox"/> No voucher, name given in advance
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REIMBURSEMENT:

Include options on how your business can accept reservations & payment that are in line with how your business will operate with the travel trade.

Billing: <input type="checkbox"/> Automatic – You do not need to send us an invoice <input type="checkbox"/> Send an invoice Is proof of vouchers required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Send Invoices via: <input type="checkbox"/> Mail <input type="checkbox"/> E-Mail	Payments made via: <input type="checkbox"/> Check <input type="checkbox"/> Direct Deposit/ EFT <input type="checkbox"/> Wire	Sample Company Account Number (if assigned by your system): <input type="checkbox"/> N/A Address to submit invoices: <input type="checkbox"/> N/A E-Mail: _____
Invoice/Billing Point of Contact: Name: _____ Phone: _____ E-Mail: _____		

SUPPORT CONTACTS:

	Accounting and Reconciliation Redemptions	Reservation Questions	Changes to Product Listings /Service, Schedule Updates, & Blackout Dates, etc.
Name			
Phone			
E-mail			

These sections provide you key contact information for the travel trade buyer company when there are questions or changes in your product/service.

Payment: All invoices payable within thirty (30) days or subject to 1.5% interest penalty per month.

At your discretion