ABC Company

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.

		avel trade bu I reservation				
RESERVATION INFORMATION:						
Reservation notifications (or) requests arrive via: E-Mail N/A, Free-sell	Confirmation re		Voucher:	nce		
REIMBURSEMENT:						
Billing:		can accept reservations & payment that				
Automatic – You do not need to send us an invoice			are in line with how your business will operate with the travel trade.			
Send an invoice						
Is proof of vouchers required? Ves No						
Send Invoices via: Payments	s made via:	e via: Sample Company Account Number				
🗆 Mail 🛛 🗆 Cheo	: (if assigned by your system): □ N/A		ed by your system): □ N/A			
E-Mail	t Deposit/ EFT					
🗆 Wire 🛛 Ac		Address to submit invoices:				
Invoice/Billing Point of Contact:						
Name:						
Phone:		E-Mail:				
E-Mail:						

SUPPORT CONTACTS:

	Accounting and Reconciliation Redemptions	Reservation Questions	Changes to Product Listings /Service, Schedule Updates, & Blackout Dates, etc.		
Name		These sections provide you key contact information for the travel trade buyer company when there are questions or changes in your product/service.			
Phone					
E-mail					

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



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