

# TRAVEL FAX RESERVATION FORM

Attention:  First Available Agent or  Name of Agent \_\_\_\_\_

From: \_\_\_\_\_  
Name of Travel Planner

\_\_\_\_\_  
Company Name Contact Numbers

## To Confirm Arrangements

## Delivery Options

- Please call to confirm  
 Please fax confirmation  
 Please email confirmation to: \_\_\_\_\_
- Electronic  
 Deliver by (date) \_\_\_\_\_

## ITINERARY REQUESTED

Name of Traveler	Travel Dates	Flight #	Flight Time	From	To

Specific air carrier requested?  Yes  No If yes, which one? \_\_\_\_\_

Penalty and non-refundable fares:

If fare difference is \$100 or less, use refundable fare. If greater than \$100, use non-refundable fare.

## HOTEL REQUESTED Yes No

City	Check In Date	Check Out Date	Name of Property	Special Instructions	Guaranteed for Late Arrival or 4 pm Hold

## RENTAL CAR REQUESTED Yes No

City	Pick Up City/Date	Drop Off City/Date	Car Rental Company/Car Type/Size	Special Instructions

**Special information if traveler doesn't have a computer profile (i.e. seat preference, special meal, credit card number, mileage number, etc.)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Global Travel  
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 FAX 208 387-1414

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