TRAVEL FAX RESERVATION FORM

Attention: □ First Available Agent or □ Name of Agent

From: ____________________________________________

Name of Travel Planner

Company Name

Contact Numbers

To Confirm Arrangements

☐ Please call to confirm
☐ Please fax confirmation
☐ Please email confirmation to: ___________________________

Delivery Options

☐ Electronic
☐ Deliver by (date) ___________________________

ITINERARY REQUESTED

<table>
<thead>
<tr>
<th>Name of Traveler</th>
<th>Travel Dates</th>
<th>Flight #</th>
<th>Flight Time</th>
<th>From</th>
<th>To</th>
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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

<table>
<thead>
<tr>
<th>City</th>
<th>Check In Date</th>
<th>Check Out Date</th>
<th>Name of Property</th>
<th>Special Instructions</th>
<th>Guaranteed for Late Arrival or 4 pm Hold</th>
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RENTAL CAR REQUESTED  □ Yes  □ No

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<thead>
<tr>
<th>City</th>
<th>Pick Up City/Date</th>
<th>Drop Off City/Date</th>
<th>Car Rental Company/Car Type/Size</th>
<th>Special Instructions</th>
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Special information if traveler doesn’t have a computer profile (i.e. seat preference, special meal, credit card number, mileage number, etc.)

__________________________________________

__________________________________________

Global Travel
900 W. Jefferson
Boise, ID 83702 (208) 387-1000
FAX 208 387-1414

Giselle’s Travel
1300 Ethan Way, Ste. 10
Sacramento, CA 95825 (916) 922-5500
FAX 916 679-3090

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