



Date Received: \_\_\_\_\_

Broker: \_\_\_\_\_

### Star Clippers REQUEST FORM

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

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Passengers (s): \_\_\_\_\_  
*(As it appears on your passport)*

Name of Passengers (s): \_\_\_\_\_

Name of Passenger (s): \_\_\_\_\_

Name of Passenger (s): \_\_\_\_\_

Itinerary/Date of Departure 1<sup>st</sup> Choice: \_\_\_\_\_

**VALID CREDIT CARD INFORMATION:** This is needed prior to any requests/bookings being made on your behalf.

Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_ CVV: \_\_\_\_\_

Name as It Appears on Credit Card: \_\_\_\_\_ Phone # for this Credit Card \_\_\_\_\_

Billing Address of Credit Card Street: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Travel Policies & Procedures**

- A 5% booking fee is payable by credit card at the time of confirmation to the credit card above.
- All cash fees on your account must be current in order to place travel through Business Network, Inc.
- All travel requests must be completed in full as well as signed by the account holder.
- Reservations are **non-cancelable and non-refundable**.
- All Gratuities and Port charges are the responsibility of the party traveling. These charges are payable in cash directly to the property booked.
- Please allow **5 business days** for confirmation..
- Do not contact the Cruise line directly. This may jeopardize the trade availability.

\*\*Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*My signatures indicates that I received, read and understand the Travel Policies & Procedures as outlined by Business Network, Inc.*

**For Inner Office Use Only**

Date Booked: \_\_\_\_\_ Confirmation Number: \_\_\_\_\_ Contact: \_\_\_\_\_

Ship Name: \_\_\_\_\_

Address: \_\_\_\_\_

Rates per Person: \_\_\_\_\_ Category/Cabin #: \_\_\_\_\_ Total Barter: \_\_\_\_\_

Authorization #: \_\_\_\_\_