

  
**BARTER NETWORK**  
*Come Trade on Our Success*

**TRAVEL REQUEST FORM**

Company Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name of Guest(s): \_\_\_\_\_  
# of Adults: \_\_\_\_\_ # of Children: \_\_\_\_\_ Names/Ages: \_\_\_\_\_  
Destination Requested: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_  
Property Requested: \_\_\_\_\_  
Check In Date: \_\_\_\_\_ Check Out Date: \_\_\_\_\_ # Of Nights: \_\_\_\_\_ Price Range Per Night: \_\_\_\_\_

**Check the one that applies**

# of Rooms \_\_\_\_\_ Room Type(s): Single  Double  King  Suite  Condo Best Available   
Special Requirements: (crib, rollaway, etc): \_\_\_\_\_

**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: \_\_\_\_\_ Zip Code of Billing Address: \_\_\_\_\_

**Travel Policies & Procedures**

- A 5% booking fee (\$25.00 minimum) is payable in cash at the time of confirmation.
- 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 taxes, gratuities, incidental charges are the responsibility of the party traveling. These charges are payable in cash directly to the property booked.
- Any contact to the hotel by the client will forfeit any trade payments, possible cancellation, and/or penalty to the client.

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

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

**Upon completion please fax back to 203 878-8408. Thank you.**

**For Inner Office Use Only**

Date Booked: \_\_\_\_\_ Confirmation Number: \_\_\_\_\_ Contact: \_\_\_\_\_  
Property: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Rates per Night: \_\_\_\_\_ # of Nights: \_\_\_\_\_ Total Barter: \_\_\_\_\_  
Applicable Cash: \_\_\_\_\_ Authorization #: \_\_\_\_\_ Trade Exch. Corresponding Auth #: \_\_\_\_\_