



**TRAVEL REQUEST FORM**

Fax request to Barter Network Ltd., 75 Dufflaw Road, Suite 201, Toronto, ON M6A 2W4  
 Phone: (416) 485 9393 Fax: (416) 485 0087 Toll Free: 1-866-DO BARTER

**PLEASE NOTE: INCOMPLETE OR UNSIGNED FORMS WILL NOT BE PROCESSED BY BNL.  
 PLEASE ALLOW 5-7 BUSINESS DAYS FOR REQUEST TO BE PROCESSED.**

**INQUIRY ONLY \_\_\_\_\_ PLEASE BOOK \_\_\_\_\_**

Date \_\_\_\_\_ Company Name \_\_\_\_\_ Account# \_\_\_\_\_

Requested by: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Hotel/City requested Choice#1: \_\_\_\_\_ Hotel/City requested Choice #2: \_\_\_\_\_

Hotel Rating: 2 star \_\_\_\_\_ 3 star \_\_\_\_\_ 4 star \_\_\_\_\_ 5 star \_\_\_\_\_

Type of Accommodation: B&B \_\_\_\_\_ Hotel \_\_\_\_\_ Resort \_\_\_\_\_ Condo \_\_\_\_\_ Villa \_\_\_\_\_

Names of Guests \_\_\_\_\_

# of Rooms ( \_\_\_\_\_ ) 2 Dbl beds \_\_\_\_\_ Queen \_\_\_\_\_ King \_\_\_\_\_ Suite \_\_\_\_\_

# of Guests ( \_\_\_\_\_ ) Adults \_\_\_\_\_ Children (please include age) \_\_\_\_\_

Dates: 1st Choice: Check In \_\_\_\_\_ Check Out \_\_\_\_\_ # of Nights \_\_\_\_\_

2nd Choice: Check In \_\_\_\_\_ Check Out \_\_\_\_\_ # of Nights \_\_\_\_\_

Special Needs: Late Arrival \_\_\_\_\_ Non-Smoke \_\_\_\_\_ Cot in rm. \_\_\_\_\_ Restaurants \_\_\_\_\_ Limo \_\_\_\_\_ Parking \_\_\_\_\_

Other Needs such as Restaurants or Limo Service (please specify) \_\_\_\_\_

**Your credit card will be utilized to pay cash charges such as booking fees and taxes\* and utilized to guarantee the reservation. Please provide a photocopy of front and back of your credit card. This must accompany this form in order for travel to be booked.**

Credit Card Info VISA \_\_\_\_\_ M/C \_\_\_\_\_ AMEX \_\_\_\_\_

A/C# \_\_\_\_\_ Exp. \_\_\_\_\_

Name of cardholder \_\_\_\_\_

**NOTE: ALL TRAVEL WILL BE BOOKED IF AVAILABLE. BNL CAN ONLY GIVE PROPERTY INFORMATION & RATES AT TIME OF REQUEST, NOT AVAILABILITY.**

**TERMS AND CONDITIONS OF RESERVATION REQUESTS**

Taxes\*, gratuities and additional charges (unless otherwise stated) are payable in cash at the time a reservation is confirmed or at the time one checks out. A major credit card is required to begin the booking process. A photocopy of the back and front of the credit card must be submitted with this form for authorization purposes.

\* Taxes are payable in cash ONLY for bookings outside of Canada.

**Reservations are NON REFUNDABLE, NON-CANCELLABLE and NON-CHANGEABLE once they have been confirmed.**

**All Travel bookings including BANC transactions will be charged a \$25 service fee.**

Trade dollars will be transferred at the time of confirmation. I authorize BNL to charge my credit card for any outstanding fees I have read, understand and agree to be bound by all of the terms and conditions, which are stated on this reservation request form.

\_\_\_\_\_  
 Signature of cardholder

\_\_\_\_\_  
 Date

----- For BNL Office Use Only -----

Date Received \_\_\_\_\_ Date Filled \_\_\_\_\_ Confirmation Number \_\_\_\_\_

Rate \_\_\_\_\_ Confirmed by \_\_\_\_\_ Hotel \_\_\_\_\_

Cash Charges \_\_\_\_\_ Trade Charges \_\_\_\_\_ Authorization # \_\_\_\_\_