



TRAVEL REQUEST FORM

Fax request to Barter Network Ltd., 955 Wilson Ave., Unit #6, Toronto, ON M3K 2A8
 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** _____
 Today's 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) _____

IMPORTANT NOTE: A photocopy or scan of front and back of your credit card required for all bookings. This must accompany this form in order for travel to be booked. Your credit card will be utilized to pay cash charges such as booking fees and taxes* and utilized to guarantee the reservation. SEC code is the 3 digit number on the back of your credit card.

Credit Card Info VISA _____ M/C _____ AMEX _____
 A/C# _____ Exp. _____ SEC Code _____

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 spending with associated trade exchanges are subject to 7% cash fees – regardless of the stated fee plan on the account.****

All Travel bookings over \$250 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 # _____