



## TRAVEL REQUEST FORM

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    Acct #

Requested by    Phone    Email

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

Hotel Rating:    2 Star    3 Star    4 Star    5 Star

Type of Accommodation:    B & B    Hotel    Resort    Condo    Villa

Names of guests travelling (PLEASE PRINT):

- |    |    |
|----|----|
| 1. | 2. |
| 3. | 4. |

Number of Rooms:                      2 Dbl beds                      Queen                      King                      Suite

Number of Guests:                      Adults                      Children                      Children Ages

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 room                      Restaurants                      Limo                      Parking

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

### CREDIT CARD INFO:

**IMPORTANT NOTE:** A photocopy or scan of front and back of your credit card is 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.

Please check one:    VISA    MC    AMEX

Credit card number    Exp    SEC code

Name of card holder    Month | Year    SEC code is the 3 digit number found on the back of your credit card.

### 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 full 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

\*I have read, understand and agree to be bound by all of the terms and conditions, which are stated on the request form

\*REQUIRED BEFORE SUBMITTING FORM