



Tour Reservation Worksheet

Booking Date: _____

CLIA Number (14500861)

Passenger's Name(s) Number of Passengers Adult _____ Child _____

1. _____

2. _____

3. _____

4. _____

Passenger's Address(es) _____

City _____ State _____ Zip _____ U.S. Citizen Y/N

Phone (Home) _____ (Cell) _____

E-mail _____ Fax _____

Booking Information

Destination _____ Travel Dates _____ Conf# _____

Vendor _____ Booking Agent _____ Web Y/N Ph Y/N

Package Inclusions:

Vendor Address:

Phone _____ Fax _____

Payment Info:

Cost Per Person	Number In Party	Total
Gross _____ X _____ = _____		
Taxes _____ X _____ = _____		
Insurance _____ X _____ = _____		
	Grand Total	_____
	Commission	_____
	Net Due	_____

Checklist:

Proof of Citizenship	_____		
Insurance	_____		
Cancellation Policies	_____		
Deposit Due Date	_____	Deposit Paid	_____
Final Payment Due Date	_____	Final Payment Paid	_____
Commission Claim	_____		
Documents Received	_____	Documents Delivered	_____