

Business Travel Customer Profile (CONFIDENTIAL) Phone (775) 324-1777

Your Full Legal Name: First:		Middle:	Last:						
Company Name:									
Company Address:		City:	State:	Zip:					
Home Address:		City:	State:	Zip:					
Email Address:									
Passport Number:		Expiration Date:	Country of Issue:	Gender M/F:					
Business Phone:		Cell Phone:		Home Phone:					
TSA Pre / Trusted Traveler / GOES:				Date of Birth:					
SEAT ASSIGNMENT PREFERENCE									
Coach:	<input type="checkbox"/>	First Class:	<input type="checkbox"/>	Business Class:	<input type="checkbox"/>	Aisle:	<input type="checkbox"/>	Window:	<input type="checkbox"/>

Do you qualify for any of these discounts?	AARP:	<input type="checkbox"/>	AAA:	<input type="checkbox"/>
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FREQUENT FLYER NUMBERS

Preferred Airline (Please list in order of preference and include frequent flyer numbers if possible)	
1:	4:
2:	5:
3:	6:

CAR RENTAL

Corporate Discount Numbers:	Identification Numbers										
1:	1:										
2:	2:										
Car Size Preference											
Compact	<input type="checkbox"/>	Midsize	<input type="checkbox"/>	Standard	<input type="checkbox"/>	Full Size	<input type="checkbox"/>	Luxury	<input type="checkbox"/>	Standard SUV	<input type="checkbox"/>

HOTEL PREFERENCE

Corporate Discount Numbers:	Identification Numbers
1:	1:
2:	2:
2 Beds <input type="checkbox"/> King <input type="checkbox"/>	
Do you prefer Smoking <input type="checkbox"/> or Non-Smoking <input type="checkbox"/> ?	

Credit Card Information and Authorization

Name as printed on card:		
Credit card number you wish to charge your business travel		
Number:	Expires:	Security Code:
Credit card number you wish to charge your personal travel		
Number:	Expires:	Security Code:
Special Requests:		

I grant **Business Travel & Tours** permission to charge to the above mentioned credit cards for business or personal travel when requested.

By: _____
Signed: _____
Date: _____

Please e-mail or fax confidential form back to Business Travel & Tours (775) 324-2528