



## THE COMMERCE EXCHANGE TRAVEL REQUEST FORM

DATE: \_\_\_\_\_

### CLIENT INFORMATION

Company Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Reservation Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Check One: Please book this reservation. I understand and accept that once my reservation is made, reservations cannot be cancelled and I am responsible for payment in full.

I am requesting information only. I am not ready to make a reservation. I understand that availability constantly changes and the information I receive now regarding rates and vacancies may or may not be applicable when I am ready to book the reservation.

### TRAVEL INFORMATION

Destination (City): \_\_\_\_\_

Check In Date: \_\_\_\_\_ Check Out Date: \_\_\_\_\_ Total Number of Nights: \_\_\_\_\_

Total Number of People: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Smoking: YES NO

Accommodations Requested:

Hotel/Motel:  one bed  two bed  suite  House/Cabin  Condo  Bed & Breakfast

Total Number of Rooms Needed: \_\_\_\_\_

### CREDIT CARD INFORMATION

This section must be filled out completely in order to process the travel request.

VISA MasterCard American Express

Name: \_\_\_\_\_ CVD#: \_\_\_\_\_  
(As it appears on the card) (3 digit code on back of card)

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**NOTE:** By signing this form you understand and accept that once a reservation is made, reservations cannot be cancelled and you are responsible for payment in full.

A one-time reservation booking fee of \$25.00 in cash will be applied to all confirmed reservations.

**IMPORTANT:** All reservations require complete information including signature by an authorized The Commerce Exchange account holder. IN SUBMITTING THIS REQUEST, I UNDERSTAND/AGREE THAT ONCE THE RESERVATION IS MADE FOR ME IT CANNOT BE CHANGED OR CANCELLED AND IS NON-REFUNDABLE. I ASSUME ALL LIABILITY FOR MYSELF AND MY GUESTS. I understand that the property may require a credit card as a security deposit upon check in. A 5% cash surcharge will apply for travel that is fulfilled from outside of the The Commerce Exchange network of trade exchanges.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please forward this Travel Request Form to [broker@tcextrade.com](mailto:broker@tcextrade.com)