



Travel Request Form

843-216-8100 843-216-5665 (fax)

BBI Account Number: _____

BBI Client: _____ Today's Date: _____
(Please allow 5 to 7 business days prior to travel dates to process your request.)

Phone Number: _____ Fax Number: _____

Reservation Name: _____ Destination: _____

Check-in: _____ Check-out: _____ Total Room Nights: _____

Number of Adults: _____ Number of Children: _____ Late Arrival: _____

Number of Rooms: _____ Room/Bed Type: _____ Smoking: _____

Credit Card Information

Visa/MC/ Amex Number: _____ Exp. ____/____

Security Code on Back (CDV) _____

Credit Card Billing Information: Street address _____

City _____ State _____ Zip Code: _____

Cardholder Name: _____

Reservations are non-cancelable and non-refundable. Tax and incidentals, if applicable, are to be paid in cash by the client. Special vacation packages listed on websites do not apply unless otherwise stated. All reservations and requested changes to reservations should be processed through the BBI office. Please do not contact properties directly. BBI will provide you with information available on the location requested but is not responsible for the quality of the properties. The client is held liable for any and all damages caused to the property. **A fee of \$10 will be billed to your credit card at the time reservation is confirmed. An additional fee of 1% of the trade transaction total will be billed for all VBarter reservations. ***All travel requests need to be filled out completely including signature and credit card number to be processed.**

Member signature: _____

(By signing here you agree to the BBI terms and guidelines given above.)

Barter Brokers International
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