



TRAVEL REQUEST FORM

Please fill out the request form completely. Allow at least a **minimum of 10 business days** before departure date. We cannot book with less than 2 weeks' notice. Blackout dates apply, especially during peak seasons and holidays.

Date: _____ Account Number: _____

Member Name: _____ Contact: _____

Phone #: _____ Fax #: _____

Email Address: _____

Reservation Name: _____

Destination City/State: _____

Guests: _____ # Adults: _____ # Children: _____ Children's Ages: _____ # Rooms: _____

Check-In: _____ Check-Out: _____ Total # Nights: _____

2nd Choice Check-In: _____ 2nd Choice Check-Out: _____

Beds: One ___ Two ___ Crib ___ Room Size: Studio ___ 1-Bed ___ 2-Bed ___ Smoking: Yes ___ No ___

Type of Bed: King ___ Queen ___

Amenities if applicable: Golf ___ Golf Cart ___ Tennis ___ Kayaks ___ Other _____

CREDIT CARD INFORMATION: VISA ___ MasterCard ___ Amex ___

Card #: _____ Exp Date: _____ CVV: _____

Name: _____

Address: _____ City _____ State _____

(This is the billing address of the card if different than above)

Reservations are non-cancelable and non-refundable once there is a confirmation. Tax and incidentals, if applicable, are to be paid in cash/credit card by the client. Special vacation packages listed on websites do not apply unless otherwise stated. All reservations and requested changes are to be processed through the BBI office. Please do not contact the property. BBI is not responsible for the quality of the property. The client is held liable for any and all damages caused to the property.

Member Signature: _____

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

Email to: Broker@BarterBrokers.com or Fax: 843.216.5665