

The Travel Gallery, Inc.



CORPORATE TRAVELER PROFILE

6571 N. Avondale
Chicago, IL 60631
Phone: (773) 763-6161
Fax: (773) 792-2053

In order that we may provide you with the most accurate and efficient service possible, please complete this form in its entirety. All information is kept strictly confidential within our Computer Reservation System. (Please print or type)

General Information

Company Name _____

Traveler Name _____
(Name as it appears on government issued photo ID)

Work: _____

Mobile: _____

Fax _____

Address _____

City _____ State _____ Zip _____

Travel Arranger _____

E-mail _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____

Contact in the event of an emergency:

Name _____

Phone _____

Date of Birth _____

Airline Information (Please list airlines in order of preference and give mileage numbers.)

1) _____ # _____ 3) _____ # _____

2) _____ # _____ 4) _____ # _____

Please Check: Aisle Window Non-smoking _____

Car Information (Please list car companies in order of preference and give membership/ID numbers.)

1) _____ # _____ 3) _____ # _____

2) _____ # _____ 4) _____ # _____

Non-smoking Smoking Car Type _____ Size _____

Hotel Information (Please list hotel chains in order of preference and give membership/ID numbers.)

1) _____ # _____ 3) _____ # _____

2) _____ # _____ 4) _____ # _____

Non-smoking Smoking Room Type _____

Guarantee hotel for late arrival to credit card # _____ Exp. Date _____

International Travel Data

Passport # _____ Expiration _____ Place of Issue _____

Date Issued _____ Name as it appears on Passport _____

Payment Information For Travel Arrangements

Business Credit Card # _____ Exp. _____ Name on Card _____

Personal Credit Card # _____ Exp. _____ Name on Card _____

Authorization

For and in consideration of the services performed by THE TRAVEL GALLERY on my behalf and for my benefit, I hereby direct and authorize THE TRAVEL GALLERY, INC. to issue airline tickets, guarantee hotel reservations and bill one of the above cards for all charges for such air, land or sea travel arrangements requested for or by me and I hereby indemnify THE TRAVEL GALLERY against any credit card charge backs due to lack of my signature or credit card imprint on the charge slip.

Signature _____ Date _____