



# TradeWins! Travel Request Form

Guest \_\_\_\_\_ TradeWins! Acct \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

Destination: \_\_\_\_\_ Hotel\_\_ Condo\_\_ Resort\_\_ Other\_\_

Check-in Date \_\_\_\_\_ Check Out Date \_\_\_\_\_

Rooms\_\_ Beds\_\_ In Party Adults\_\_ Children\_\_ Total\_\_

Additional Requests Food\_\_ Car Rental\_\_ Entertainment\_\_

Transportation Required: From \_\_\_\_\_ To \_\_\_\_\_

Method: Auto\_\_ Bus\_\_ Rail\_\_ Air\_\_ Boat\_\_

Major Credit Card: \_\_\_\_\_ Visa\_\_ Amex\_\_ MC\_\_

Exp Date \_\_\_\_\_ Name on Card \_\_\_\_\_ CVV \_\_\_\_\_

- A. This form authorizes the agent to book ALL travel requested.
- B. All confirmed reservations are **non-cancellable, non-refundable** and all charges will apply; cash and trade. Transaction will be posted and fees will be charged on confirmation.
- C. TradeWins! charges a \$25 cash booking fee to your credit card for all travel requests at time of confirmation.
- D. Short notice requests of less than 7 days prior to departure will be assessed an additional \$25 cash fee in advance.
- E. Applicants TradeWins! Account transaction fees must be current to book travel.

I authorize applicable cash charges to my credit card described above.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
(Cardholder)

# Travel Request Form Policy

## Request Periods

Requests for Travel must be made in advance as per the following schedule

- Local 10 working days
- Canada 15 working days
- USA 30 working days
- International 3 Months

## Blackouts

Accommodation is usually blacked out during high demand periods for the particular resort/location so don't be upset if you cannot get your requested time. Generally summer is from July 1 to September 30<sup>th</sup> and is high season for British Columbia for example or February in Hawaii.

## Etiquette

When booking with gift certificates please make sure you inform the agent you are using the certificates when you book..

## Cash Fees

All cash fees for travel and successful travel requests must be paid before you leave.

## Refund Policy

Once a confirmation code is issued there are no refunds, of trade dollars, transaction fees, or travel request fees. Your venue may charge your credit card for the local taxes etc.