



UNIGLOBE TRAVEL DESIGNERS CORPORATE PROFILE (confidential)

COMPANY NAME _____ **CONTACT** _____
ADDRESS _____ **CITY** _____
PHONE _____ **FAX** _____
EMAIL _____ **WEBSITE ADDRESS** _____
 HEADQUARTERS REGIONAL OFFICE BRANCH OTHER

OTHER OFFICES: ADDRESS: _____ **CONTRACT:** _____
WRITTEN CORPORATE TRAVEL POLICY? YES NO **ON FILE?** YES NO

TRAVEL COORDINATORS:

NAME: _____ **REPORTS TO:** _____
NAME: _____ **REPORTS TO:** _____
NAME: _____ **REPORTS TO:** _____

INCENTIVES AND GROUP MEETINGS

SALES OR DEPT: _____ **DEPT. INVOLVED** _____
DESTINATIONS _____ **CONTACT** _____

ANNUAL VOLUME OF AIR TRAVEL (Last Year) \$ _____ **BUDGET THIS YEAR \$** _____
DO YOU REQUIRE: CAR RENTALS? **HOTELS?** **LIMOS?** **OTHER** _____

CORPORATE RATES WITH HOTELS/MOTELS: RANGE OF RATES: \$ _____

NAMES	ID.#	\$DISCOUNT OR %	EXP. DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MAJOR DESTINATIONS: DOMESTIC INTERNATIONAL

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_____	_____	_____
_____	_____	_____
_____	_____	_____

NUMBER OF EMPLOYEES AT ALL LOCATIONS: _____
NUMBER OF TRAVELERS AT THIS LOCATION: _____
NUMBER OF EMPLOYEES AT BRANCH LOCATION: _____
NUMBER OF TRAVELERS AT BRANCH LOCATION: _____

POLICY ON FIRST CLASS TRAVEL _____

EXCEPTIONS: _____

BANK & BRANCH

CONTACT IN ACCOUNTING:
NAME: _____ **TITLE** _____ **PHONE** _____
FAX NUMBER _____ **EMAIL** _____

FORM OF PAYMENT

- CREDIT CARD-ISSUED BY _____ NO. _____ EXP. _____
 AIR TRAVEL CARD BY _____ NO. _____ EXP. _____
 TRAVELER'S CARD BY _____ NO. _____ EXP. _____
 OTHER _____

CORPORATE RATES: CAR RENTALS

NAME	I.D.#	\$DISCOUNT OR %
_____	_____	_____
_____	_____	_____

TICKET DELIVERY POLICY (CHECK ALL OPTIONS THAT APPLY)

- FAX COPY OF ITINERARY FOR E-TICKETS
 EMAIL COPY OF ITINERARY FOR E-TICKETS
 DELIVER DOCUMENTS TO CORPORATE OFFICE
 WILL PICK UP FROM AGENCY
 MAIL WHEN TIME ALLOWS
 AIRPORT PICK-UP
 PREPAID ON APPROVAL (FEE WILL BE ASSESSED)
 FED EX/UPS (PLEASE PROVIDE # _____)

MANAGEMENT REPORTING:
PLEASE PROVIDE THE FOLLOWING (CHECK ALL THAT APPLY)

- AIRLINE ACTIVITY REPORTS DELIVER REPORTS TO: _____
 CITY PAIR REPORTS _____
 HOTEL REPORTS CAR REPORTS _____
 EXCEPTION/COST SAVINGS REPORTS
 OTHER _____

QUALITY CONTROL PROGRAM:

- SEND COMMENT CARDS TO ALL TRAVELERS
 SEND QUARTERLY EVALUATION TO TRAVEL COORDINATOR
 MEET WITH DECISION MAKER QUARTERLY

DATE OF COMMENCEMENT OF SERVICE: _____

SIGNATURE: _____ DATE: _____

AGENCY CONTACT: _____ FOLLOW-UP: _____

UPDATES OF PROFILE: _____

ADDITIONAL COMMENTS: _____

THANK YOU FOR BOOKING WITH UNIGLOBE TRAVEL

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