

RESERVATIONS PROCEDURES

1. All travel request must be made through Florida Barter office. Reservations are subject to availability and holiday blackouts may apply.
2. The Florida Barter travel broker pre-screens clients for eligibility to travel using their Florida Barter account.
3. A Travel Accommodations Request form is then completed and faxed to the hotel property to the attention of a pre-designated individual.
4. If space is available, the form is faxed back to the Florida Barter travel broker with confirmation number and rate.
5. At that time, the trade portion (room rate only) is credited to the hotel's Florida Barter account. All taxes, telephone, gratuities and incidentals must be paid in cash or with a major credit card prior to check out at the hotel.
6. Reservations are guaranteed. If client cancels or does not show, the hotel receives credit for the entire stay.
7. Clients check into a hotel as any other normal guest by presenting their confirmation number or simply their name. It is not necessary for them to present their Florida Barter membership card.
8. Reservations changed by a member directly with a hotel (i.e., upgrading, adding a room/s, extension of time, etc.) will be a cash charge and will be a full charge.
9. A major credit card (Visa, American Express, or MasterCard) is required when placing a reservation. The information will be forwarded to the hotel to guarantee the reservation and other cash incidentals.
10. All Florida Barter accounting policies and procedures as outlined on the Trade Account Application will apply.
11. A statement is mailed at the first of every month reflecting the prior month's activity. If you have any questions or comments, please contact Joyce Bingman at (321) 397-2050 or e-mail jbingman@floridabarter.com



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Toll-Free: 1-866-403-6800

TRAVEL ACCOMMODATIONS REQUEST

Reciprocal _____

To Be Completed By Client:

Date of request	Company name of client	Account number	Phone number	Fax number
Requested by: (Broker)	Location (1st & 2nd choice):		Check in date:	Check out date
Reservation in the name of:		Address:		Home phone:
Number of rooms:	Number of persons: Adults _____ Child _____	Room preference: (circle one) single/double/king/non smoking Adjoining rooms/efficiency/condo/bed & breakfast		
Guarantee late arrival Y N	Credit card number	Exp date	Signature	

Guidelines for travel request:

1. All travel requests must be made through the Florida Barter office. Reservations are subject to availability and holiday blackouts may apply.
2. Allow at least one weeks notice for all reservations. Florida Barter requires at least two days to respond to any request.
3. A reservation fee of \$10 cash will apply to all out of town bookings (waived if gold card).
4. All taxes, telephone calls, gratuities and incidentals must be paid in cash or with a major credit card prior to check out.
5. Reservations are guaranteed. If you cancel or do not show, you will be charged for the entire stay.
6. Reservations changed by the member directly with a hotel (i.e. upgrading, adding a room, extension of time, etc....) will be a full charge and will be payable in cash.
7. Re-booking at time of cancellation is considered a new reservation. The cancelled reservation will be a full charge and the new reservation will be a charge.
8. A major credit card (Visa, American Express, or MasterCard) is required when placing a reservation. The information will be forwarded to the hotel to ensure you reservation and other cash incidentals.

I have read the above conditions, I am in full understanding of these conditions, and authorize this reservation request.

Print Name: _____ Signature: _____ Date: _____

To Be Completed By Florida Barter:

Number of rooms:	Reservation confirmed at:	Confirmation #:	
	Address:	Check-in date:	Check-out date:
	Phone:		
Rate:	Total cost:	Type of room:	Authorization number

Date reciprocal notified: _____ Account ID number: _____

SPECIAL COMMENTS & INSTRUCTIONS