**TRAVEL AGENCY PLANNING FORM**

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| **TRAVEL AGENCY** |  | | |
| **ADDRESS** |  | | |
| **AGENT NAME** |  | **EMAIL** |  |
| **PHONE** |  | **FAX** |  |

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| **TRAVELER INFO** | | | |
| **NAME** |  | **EMAIL** |  |
| **PHONE** |  | **FAX** |  |
| **PASSPORT INFO** |  | | |
| **DELIVERY ADDRESS** |  | | |
| **BILLING ADDRESS** |  | | |
| **CREDIT CARD NO.** |  | **CARD EXP DATE** |  |

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| **TRAVEL DETAILS** | | | | | |
| **DESTINATION** | |  | | | |
| **DEPARTURE DATE** | |  | | **PREFERRED TIME** |  |
| **RETURN DATE** | |  | | **PREFERRED TIME** |  |
| **SEATING PREF** | |  | | **MEAL PREF** |  |
| **FREQUENT FLYER PROGRAM** | | |  | | |
| **RENTAL CAR PROGRAM** | | |  | **CAR PREF** |  |
| **TRAVEL INSURANCE OPTION** | | |  | | |
| **TOUR DETAILS** |  | | | | |

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| **LODGING INFO** | | | | |
| **HOTEL NAME** | |  | **EMAIL** |  |
| **PHONE** | |  | **FAX** |  |
| **ADDRESS** | |  | | |
| **HOTEL PROGRAM** | |  | **ROOM PREF** |  |
| **FURTHER REQUESTS** |  | | | |

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