**TRAVEL AGENCY PLANNING FORM**

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

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

|  |
| --- |
| **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** |  |

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

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |