



OKLAHOMA BARTER EXCHANGE TRAVEL REQUEST

DATE REQUESTED: _____
Company Name: _____ Member Acct #: _____
Reservation
Name: _____
Destination: _____
Check In Date: _____ Check Out Date: _____ #of Nights _____
Late Arrival: _____ : _____ # of Adults: _____ # of Children: _____ Smoking:(Y/N) _____
Type of Bed: _____ Single _____ Double _____ Queen _____ King _____ Suite
of Rooms _____ Price Range: _____
Commit if parameters are met? _____
Alternate Dates: 2nd Choice: Check In: _____ Check Out: _____
Credit Card Information: ___ Visa ___ MasterCard Card
Holder: _____ Credit Card #: _____ Exp. Date: _____
Request Area: _____
Special Request/Instructions: _____

All reservations are subject to availability. Holiday and special events blackout may not apply. Generally, 2-4 weeks lead is required. If the reservation is canceled or is a no-show, the refund is based on the property's booking policy. Refunds on food and beverage script are dependent on the originating exchange's policy. We make every effort to book travel on trade as a service to our clients, however, we are not a travel agency. Do not engage other sources in making the same reservations. Oklahoma Barter Exchange & cash charge are usually non-refundable once a reservation is confirmed. I have read the above conditions, and authorize Oklahoma Barter Exchange to charge my account for the booking charges.

Oklahoma Barter Exchange Members Signature: _____
Date: _____

Travel Broker Use Only Hotel

Name: _____ Phone: _____
Address: _____
Confirmation#: _____ Confirmed by: _____
Rate: _____ Check In: _____ Check Out: _____