

# TRAVEL AGENCY PLANNING FORM

TRY  smartsheet for FREE 

TRAVEL AGENCY			
ADDRESS			
AGENT NAME		EMAIL	
PHONE		FAX	

<b>TRAVELER INFO</b>			
NAME		EMAIL	
PHONE		FAX	
PASSPORT INFO			
DELIVERY ADDRESS			
BILLING ADDRESS			
CREDIT CARD NO.		CARD EXP DATE	

<b>TRAVEL DETAILS</b>			
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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<b>LODGING INFO</b>			
HOTEL NAME		EMAIL	
PHONE		FAX	
ADDRESS			
HOTEL PROGRAM		ROOM PREF	

FURTHER REQUESTS			
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