



TRAVEL AGENT RESERVATION CHECKLIST

Please have the following information available when reserving your clients on one of our tours:

- ✓ Names, as they appear on passports (First, Last and Middle, if any)
- ✓ Passport numbers
- ✓ Passport issue and expiration dates
- ✓ Date of Birth
- ✓ Billing address
- ✓ Phone number
- ✓ Email address
- ✓ Height - for Bicycle Tours
- ✓ Bike style preference - for Bicycle Tours
- ✓ Airline Frequent Flyer Numbers (if reserving a package that includes air)
- ✓ # of beds (one shared bed or two separate beds)
- ✓ Credit card information