



GRAND CENTRAL ITEX
P.O. BOX 214
ORANGE BEACH, AL 36561
251-706-2516 phone
grandcentral.itex.com

ITEX RESERVATION REQUEST FORM

ITEX forwards travel requests to participating members. We are not a travel agency.

BOOKING INFORMATION

Name of Person Traveling: _____ Ph: _____ Fax: _____

Requested By: _____ Acct Name: _____ Acct#: _____

Destination: _____ City: _____ State/Province: _____ Country: _____

Check-In Date: _____ Check Out Date: _____ #Adults: _____ # Children: _____ Ages: _____

Total Nights: _____ # Rooms: _____ Smoking (circle one) Yes No Late Arrival (circle one) Yes No

Bed configuration: Queen King 2 Double Suite Condo Other (please specify below)

Special Requests: _____

CREDIT CARD INFO (will be requested as needed for booking)

Cardholder Name: _____ Signature: _____

VISA MasterCard Discover AMEX Exp. Date: _____ Card #: _____

Billing address: _____ SEC code # _____

Please review page 2 of the Travel Request for additional Agreement & Procedures. Your signature below acknowledges your understanding and adherence to GCT Travel Policies. Cash charges are required to be paid to the member to complete the booking.

- **NO CANCELLATION CAN BE MADE ONCE THE RESERVATION IS CONFIRMED**
- **All ITEX charges, ITEX dollars & cash are NON-REFUNDABLE ONCE THE RESERVATION IS CONFIRMED**
- Taxes and incidentals are paid in cash to the member.
- **Please note that reservation requests that are incomplete or not signed cannot be processed.**

I have read the above conditions and I authorize this reservation request in my name. I understand and accept any applicable fees and charges that will be assessed to my credit card and my ITEX account.

Signature: _____ Date: _____
(Note: Unsigned and incomplete requests will not be processed.)

RESERVATION CONFIRMED – To be filled out by ITEX only. Date Request Received: _____

Property offered: _____ Details: _____

Property Booked: _____ Ph: _____

Address: _____ City: _____ State/Province: _____ Country: _____

Rate/Night: \$ _____ Confirmation #: _____ Confirmed by: _____

Total ITEX: \$ _____ Total Tax: \$ _____ Authorization #: _____

Scrip Sent (date): _____ Address Sent to: _____ Sent by: _____



Grand Central ITEX Travel Agreement & Procedures

Travel Policies:

- Grand Central ITEX will not make travel inquiries if your cash fees are past due. **NO EXCEPTIONS!**
- Grand Central ITEX is not a travel agency.
 - ALL reservations are subject to availability.
 - Blackout dates may exist.
 - Grand Central ITEX will not be held responsible for the quality of any properties.
- All reservations must be made by Grand Central ITEX's Office. If you contact a property directly for **ANY REASON** prior to receiving a written confirmation from Grand Central ITEX, you will be considered a cash paying customer.
- Grand Central ITEX's travel brokers need at LEAST a two-week notice for all reservations. Grand Central ITEX needs at least two (2) business days to respond to any travel request. If your request is received in less time than that the requirements stated, please be patient as your request is processed. Accommodations reserve the right to specify when bookings are available on trade.

Procedure for all Travel Requests:

1. You must complete and sign Grand Central ITEX **Travel Agreement & Procedures** form and the attached **Travel Request Form**. Both forms **MUST** be completed and signed before ANY inquiries are made. *If a form is not filled out completely you will be asked to fill out another.*
2. Grand Central ITEX will contact properties based upon your request for availability.
3. Grand Central ITEX will contact you with any properties that are available for the dates requested.
4. Grand Central ITEX will contact the ITEX member to book reservations→They will contact their property to confirm your reservations→ Reservations are NOT guaranteed until we receive email confirmation from the property→ Grand Central ITEX will contact you as soon as we receive the written confirmation.

If you agree with these policies please sign and proceed to fill out our Travel Request Form.

Both forms **MUST** be emailed to Becky Pugh.

Becky.Pugh@itex.net

Signature: _____

Company Name: _____ **Date:** _____

Ph #: _____ **Email:** _____