

ROTW

Name _____

Conf. # _____

Address	City and Zip
_____	_____

Phone	Reservation Amount	Commission	My Portion	PMT Date
_____	_____	_____	_____	_____

Email	Hotel / Room Type	Dates Booked
_____	Hotel: _____	Check in: _____
@ _____	Room Type: _____	Check out: _____

Vacation Supplier	Nights Booked	Country or City, State
_____	_____	_____

Paid in Full By	Penalty Free Cancel Ends	Airfare Included	Travel Insurance
<input type="checkbox"/> _____	_____	YES NO	<input type="checkbox"/> YES NO POI
✓ box when paid in full		POI (planning on it)	

Special Needs	Room Credit Given	Passports Entered	Rental Car
YES _____ NO	_____	YES NO	YES NO

Others Attending (add children birthdates and ages)

_____	_____
_____	_____
_____	_____
_____	_____

Note: (desired room location / special needs such as handi cap bathroom)

Insurance \$

Deposit \$

If honeymoon: Be sure to remind bride-to-be to change passports with new last name.

Requests:	Diaper Disposal	Playyard	Bottle Serilizer	Stroller	Honeymoon	Wedding
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Getting There Questions

Driving	Flying	Airline:	Conf #:
Flight # _____ from _____ to _____	Flight # _____ from _____ to _____		
Takeoff _____ am pm Landing _____ am pm	Takeoff _____ am pm Landing _____ am pm		

Dates on Calendar ☐ | Input in CRM ☐ | On Commission Log ☐ | New Client Emails Sent ☐

Email Logged ☐ | New Booking Mailer Sent ☐ | Special Needs Info Sent ☐

60 Day Out Mailer Sent ☐ | Room Gift Sent ☐ | Thank you Card Sent ☐