

## **INSTRUCTIONS**

- 1.) Complete this worksheet with your travel companions.
- 2.) Return completed worksheet to your Travel Specialist, who will research and recommend personalized travel choices.

TRAVELER INFORMATION Write your name EXACTLY as it appears on your passport or government-issued ID

Traveler 1						
Name:						
Birthdate: / /	Email Ad	dress:				
Phone:			☐ Home	☐ Mobile	☐ Work	OK to Text?
Do you have a valid US passport?	☐ Yes	☐ No		Passport Expire	ation Date*: _	//
Traveler 2						
Name:						
Birthdate: / /						
Phone:			☐ Home	☐ Mobile	☐ Work	☐ OK to Text?
Do you have a valid US passport?	☐ Yes	☐ No		Passport Expire	ation Date*: _	//
Traveler 3						
Name:						
Birthdate: / /	Email Address:					
Phone:			☐ Home	☐ Mobile	☐ Work	☐ OK to Text?
Do you have a valid US passport?	☐ Yes	☐ No		Passport Expire	ation Date*: _	//
Traveler 4						
Name:						
Birthdate: / /	Email Address:					
Phone:			☐ Home	☐ Mobile	☐ Work	☐ OK to Text?
Do you have a valid US passport?	☐ Yes	☐ No		Passport Expire	ation Date*: _	//
Traveler 5						
Name:						
Birthdate: / /	Email Ad	Email Address:				
Phone:			☐ Home	☐ Mobile	☐ Work	OK to Text?
Do you have a valid US passport?	☐ Yes	□ No		Passport Expire	ation Date*: _	//

<sup>\*</sup>IMPORTANT: Some destinations require visitors to hold passports that are valid for 3-6 months past their intended travel dates.

## Contact Info The best time to reach us: ☐ Morning ☐ Afternoon ☐ Evening ☐ Weekday ☐ Weekends We prefer to communicate via: ☐ Phone ☐ Email ☐ In Person List any of your travel companion's special needs, mobility concerns, dietary concerns, or other needs: TRIP DETAILS Preferred Travel Dates: How many nights do you want to be gone? Our travel dates are flexible: Yes □ No Special Occasions Being Celebrated: Anniversary, Date: \_\_\_\_/\_\_\_/ \_\_\_\_\_ ☐ Birthday, Name: \_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_/ Other Occasion, Specify: \_\_\_\_\_ ☐ Just Because What TOTAL PRICE are you comfortable with for your trip? ☐ Up to \$4,000 \$6,000-\$8,000 □ \$4,000-\$6,000 \$8,000-\$10,000 □ \$10,000+ We are looking for: The lowest possible price (regardless of quality or rating) The best value for our money ☐ The best experience and highest quality We are thinking of a: River Cruise Ocean Cruise Hotel Stay (room only, not all-inclusive) ■ Multi-City Vacation or Tour All-Inclusive Resort Stay (all food and drinks included) ☐ Undecided Theme Park, Specify: \_\_\_\_\_ Flight Preferences: Our preferred departure airport is: We would also consider these airports: \_\_\_ Connecting flights are ok, depending on time and price Less than 1 hour ride from destination airport to hotel ☐ Nonstop flights only Airline preference: First Class: ☐ Yes $\square$ No Seating preference: ☐ Aisle ☐ Window ☐ Exit Row

Destinations we are considering:	
☐ Mexico	
Specific area?	
☐ Caribbean	
Specific Island(s)?	
☐ Hawaii	
Specific Island(s)?	
☐ South Pacific	
Specific Island(s)?	
☐ Mainland USA	
Specific city or attraction?	
☐ Europe	
Specific cities or countries?	
☐ Central/South America	
Specific city/country?	
☐ Other:	
What are the main activities that your travel companions w	rant to participate in during this trip?
Where are you at in the planning process? We have	
☐ Not done any research	Read online reviews, traveler forums, or message boards
Asked friends and family for advice	Compared prices for specific destinations, hotels, or flights
☐ Looked at general ideas online	Contacted another travel agent
Have you ever worked with a travel agent when planning p	previous trips?
Please describe any other preferences for your trip:	

## **IMPORTANT NOTICE:**

Individual travelers are responsible for complying with all documentation and entry requirements for travel, and for any penalties that result from denied boarding or refused entry. Review current travel requirements for each country you plan to visit at **Travel.State.gov.** PLEASE NOTE THAT SOME TRAVEL LIMITATIONS MAY APPLY EVEN IF YOU ARE IN POSSESSION OF A VALID PASSPORT. These circumstances may include, but are not limited to:

- \* Pregnancy
- \* Active military service
- \* DUI/DWI conviction
- \* Minor child traveling without both parents
- \* Child support or other legal issues
- \* Criminal history

Please advise your Travel Specialist if you have any concerns about your travel plans.

## I look forward to helping you find your perfect destination!

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