



TBC Travel Agreement & Procedures

Travel Policies:

1. TBC will not make travel inquiries if your cash fees are past due. **NO EXCEPTIONS!!**
2. TBC is not a travel agency. TBC purchases available excess inventory from other barter exchanges.
 - a. Reservations are subject to availability.
 - b. Blackout dates may exist
 - c. TBC will not be held responsible for the quality of the properties
3. All reservations must be made by The Barter Company's travel department. If you contact a property directly for ANY REASON prior to receiving a written confirmation from TBC, you will be considered a cash customer.
4. There is a five-dollar per day (\$5/day) cash fee if TBC locates an available property that meets your requested criteria on your signed TRAVEL REQUEST FORM. This fee will be charged if you book the available property.
5. All confirmed reservations are guaranteed and are non-cancelable, non-changeable, and non-refundable.
6. TBC's travel brokers need at LEAST a two-week notice for all reservations. TBC needs at least two (2) business day to respond to any travel request. If your request is received in less time than the requirements stated please be patient as your request is processed.

Procedure For All Travel Requests:

- STEP 1** - You must complete and sign TBC Travel Agreement & Procedures Form and the attached Travel Request Form. Both forms must be completed and signed before ANY inquiries are made.
- STEP 2** - TBC will send your Travel Request Form to the appropriate Barter exchange to check availability.
- STEP 3** - The Barter exchange will contact TBC with available properties, locations and rates. They will not mail brochures.
- STEP 4** - TBC will contact you with information about the available properties. We will email, mail, or fax the confirmation to you.
- STEP 5** - TBC will contact the client/barter exchange to book the reservation. They will contact their property to confirm your reservation. Reservations are NOT guaranteed until we receive written confirmation from the property. TBC 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 OF THESE FORMS MUST BE MAILED, E-MAILED, OR FAXED TO THE BARTER COMPANY'S TRAVEL DEPARTMENT.*****

Signature: _____

Date: _____

Company Name: _____



TBC Travel Request Form

OFFICE - (770) 591-4343

FAX - (678) 402-1697

EMAIL: TAMMY@BARTERCO.COM

Today's Date: _____ Barter # _____ Reservation Name: _____

Contact #: _____ Contact E-Mail Address: _____

Destination/City/Property Name: _____

Check-In Date: _____ Check-Out Date: _____ Total # of Nights: _____

Hotel: ☐ Double ☐ Queen ☐ King ☐ Suite ☐ Non-Smoking ☐ Smoking

Of bedroom's needed for Condo/Home: ☐ 1BR ☐ 2BR ☐ 3BR ☐ 4+BR

How Many Units? _____ # Of Adults: _____ # Of Children: _____ # of Pets: _____

Late Arrival? ☐ YES ☐ NO

SPECIAL REQUESTS? (Please state any special requests that you may need. We will do our best to accommodate):

AMEX/VISA/MC/DISC Information:

Card # _____ Exp. Date _____ Security Code: _____

Cardholder Name: _____

CC Billing Address: _____

What is your price range per night? \$ _____

*****PLEASE READ OUR ABOVE TRAVEL AGREEMENT & PROCEDURES BEFORE
SIGNING THIS TRAVEL REQUEST FORM*****

BY SIGNING HERE YOU ARE IN AGREEMENT WITH THE BARTER COMPANY'S
TRAVEL AGREEMENT & PROCEDURES.

Signature: _____ Date: _____

Company Name: _____