

3270 Washtenaw Avenue
 Ann Arbor, MI 48104
 Attn.: Corporate Travel Dept.
 Phone: (734) 677-0900, Fax: (734) 677-0901

DATE: _____

ACCOUNT NO.: _____
 (Agency use only)

COMPANY PROFILE

Company Name _____

Street Address _____

Mailing Address (if different) _____

Phone Number _____

Fax Number _____

Web Address _____

E-Mail Address _____

Officers _____

Title _____

Primary Contact / Travel Decision Maker _____

Title _____

Travel Coordinator _____

Title _____

Accounting Contact _____

Title _____

Number of Travelers _____

Number of Employees _____

Annual Air Volume (\$) _____

Annual Car / Hotel Volume (\$) _____

Is this the Headquarters office? _____

Do you have branch offices? _____

Do you have a company travel policy? _____

If yes, please attach a copy if possible.
 If no, would you like to develop one? _____

Do you have group / meeting / incentive travel needs? _____

Contact for group travel _____

PAYMENT / CREDIT CARD INFORMATION

Company:	Number:	Exp. Date:	Name as it appears on credit card:	*Card applies to:		
				A	B	C
American Express	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diners Club	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MasterCard	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Universal Air Travel Card	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VISA	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Card applies to:
 A = Air Travel Only
 B = Air Travel Reservations
 C = Hotel / Car Guarantees

CAR RENTAL PROGRAMS

Do you have negotiated rates (corporate discount programs) with any car companies? _____

Car Company:	Corporate ID No.:	Car Company:	Corporate ID No.:
Alamo	_____	Hertz	_____
Avis	_____	National	_____
Budget	_____	Other _____	_____
Dollar	_____	Other _____	_____

Car Type:

Sub-Compact/Economy Compact Midsize Full-size Luxury Other (Specify) _____

HOTEL PROGRAMS

Do you have negotiated rates (corporate discount programs) with any hotel chains? _____

Hotel:	Corporate ID No.:	Hotel:	Corporate ID No.:
Hilton	_____	Ramada	_____
Holiday Inn	_____	Sheraton	_____
Hyatt	_____	Westin	_____
Marriott	_____	Other _____	_____
Radisson	_____	Other _____	_____

Room Arrangements:

Single Double Other (Specify) _____

Smoking Non-smoking

MANAGEMENT REPORTING NEEDS

Would you like us to provide corporate travel management reports? _____ Monthly Quarterly Annually

Additional Information:

Please use the following space to list any special requests, comments, or pertinent information regarding your company's travel needs and requirements.

Please return to:
Conlin Travel, Inc.
Attn.: Corporate Travel Dept.
3270 Washtenaw Avenue
Ann Arbor, MI, 48104
Phone: (734) 677-0900, Fax: (734) 677-0901



Travel Services
 Representative