



Passenger (We will issue tickets in the name you provide. Please enter it exactly as it appears on your government issued photo ID.) **Provision of Email Address is MANDATORY as this will be the avenue used to deliver itineraries/invoices and e-tickets.**

First Name:		Title:	
Last Name:			
Company:		Assistant:	
Business Address:		City:	Postal Code:
Business Phone:		Fax:	
Cell Phone:		Email:	
Home Address:		City:	Postal Code:
Home Phone:		Date of Birth (D/M/Y):	
Passport #:	Country of Issue:	Expiry Date:	Citizenship:

Next of Kin

Surname:	First Name:	Initial:	Relationship:
Business Phone:		Home Phone:	

Billing Information

Department/Account/P.O. #/Employee #:			
Credit Card number (for ticket billing):		Expiry:	
Personal Credit Card number (to guarantee hotels):		Expiry:	
Copy of Invoice to be sent to:	Fax # or Email address:		

Frequent Flyer Membership Numbers

Aeroplan:		Other:	
Delta Skymiles:		Other:	
Westjet #:		Other:	

Important Note:
In order to receive credit for Frequent Flyer Points it is imperative that your name is registered exactly the same for all programs on this profile.

Professional Association Membership Numbers

CPSA:		Other:	
NWCTA:		Other:	
CAA:		Other:	

Airline Preferences & Special Needs

Seating:	Aisle <input type="checkbox"/>	Window <input type="checkbox"/>	Bulkhead <input type="checkbox"/>
Special Meal Requests (e.g. vegetarian, salt-free, etc.):			
Special Needs (e.g. wheelchair, etc.):			

Car Rental Preferences

Company:		Car Type:	Compact <input type="checkbox"/>	Mid size <input type="checkbox"/>	Full size <input type="checkbox"/>
Membership Numbers:	Budget ID #	Avis ID #	Other		
	Hertz ID #	National ID #	Other		

Hotel Memberships & Preferences

Hotel Company:		ID#:		Hotel Company:		ID#:	
Hotel Company:		ID#:		Hotel Company:		ID#:	
Special Requests: (e.g. non-smoking, king bed, feather pillows, etc.)	non-smoking room						
City:		Preferred Hotel:		City:		Preferred Hotel:	
City:		Preferred Hotel:		City:		Preferred Hotel:	

Corporate Newsletter

Yes, I would like to receive the CTG Corporate Newsletter via email:	<input type="checkbox"/>
Please send to Email Address:	

Additional Comments and Requests

I hereby authorize Continental Travel Group to maintain and use the data provided above and to charge the credit card(s) specified above for the purpose of making and/or guaranteeing reservations as requested by me or my Travel Arranger. Continental Travel Group's Privacy Protection Policy can be found at www.ctgtravel.com

Signature:		Date:	
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