



110 West 34 Street, Suite # 300, New York, NY 10001
121-04 Liberty Avenue, Richmond Hill, NY 11419
1170 Nostrand Avenue, Brooklyn, NY 11225

Tel: 800 817-6177, 212 268-4632, Fax: 212 268-4633
Tel: 718 845-0437, Fax: 718 843-1229
Tel: 718 774-9725, Fax: 718 774-9729

TRAVELSPAN PREFERRED PARTNER PROGRAM

Thank you for your interest in TravelSpan Vacations. We are pleased to offer a program that can be of mutual benefit.

TravelSpan is an air travel company with a difference. With over 15 years of experience, and thousands of satisfied passengers, TravelSpan is an established tour operator, specializing in discounted airfares and vacation packages to the Dominican Republic, Guyana, Trinidad & Tobago, India, Europe and throughout the Caribbean. TravelSpan sells tickets on almost every airline and for travel anywhere in the world. TravelSpan commands a stellar position as a premier travel company and tour operator.

We are committed to offering a superior service, with 3 convenient locations in New York, in Trinidad our GSA Amral's Travel with four (4) locations, and our Sister Company Travelspan GT with headquarters in Georgetown, Guyana.

Please complete the enclosed documentation required to qualify as a TravelSpan Preferred Partner. Mail completed forms to TravelSpan Vacations located at 110 West 34th Street, Suite 305, New York NY 10001 or fax to (212) 736-5958.

We await your reply and look forward to commencing our mutual business relationship.



Travel Plans? ... Travelspan!!! "A Finer Quality In Travel"



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REGISTRATION FORM

- CORPORATION
- NON-IATA
- SOLE PROPRIETORSHIP
- IATA/CLIA # _____

Company Name: _____ Years in Business: _____

Responsible Person: _____ Corporate Tax ID: _____

Address: _____

Sole Proprietor's SS #: ____-____-____ Main Market Interest: _____

Tel.: (____) ____-____ Fax: (____) ____-____ Email: _____

The undersign agrees to be an INDEPENDENT CONTRACTOR for sales of various Airlines Tickets. Travelspan WILL NOT BE HELD ACCOUNTABLE for any charges incurred as a result of any transaction done by an Independent Contractor. Contractor will also be held liable for any charge back/disputes for Credit Card sales.

Commission to be determined for each sale.

Commission for cash sales will be deducted at time payment is made for tickets.

Commission for Credit Card sales will be paid via a check payment once monthly.

Commissions for Credit Card sales are NOT to be deducted from cash sales report total.

To process your application, please mail registration form along with an introductory letter on Letter head, a copy of your IATA certificate (or references for NON-IATA agent) to the above address. To expedite process agent can also fax copies to (212) 736-5958, prior to mailing.

Name (Printed)

Signature

– For Internal Use Only –

Approved Commission: _____

Agency Code: _____

Approval Date: ____/____/____

Approved by: _____

Main Login: _____

Main Password: _____



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NON-IATA AGENTS

REFERENCES:

1. NAME: _____ POSITION: _____

BUSINESS: _____

TEL: _____ FAX: _____

EMAIL: _____

2. NAME: _____ POSITION: _____

BUSINESS: _____

TEL: _____ FAX: _____

EMAIL: _____

3. NAME: _____ POSITION: _____

BUSINESS: _____

TEL: _____ FAX: _____

EMAIL: _____



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Airline Ticket / Hotels / Packages / Cruises & Tours Sales Agreement

Agreement datedbetween **TravelSpan Inc. D/B/A TravelSpan Vacations** a tour operator located at 110 West 34th St., New York, 10001 and located at (Independent Contractor) agrees to sell airline tickets and tours issued by Travelspan.

Travel Span agrees to compensate contractor to a commission per ticket/hotel/package/cruise/tours sold. (Refer to acceptance letter for details)

Contractor will remit cash payments less the commission upon Travelspan issuing the ticket/voucher documents. Commission amount is subject to change with notice.

Reservations paid for by credit cards, Travelspan will process the full amount for the reservation including the commission. The commission payments will be mailed on the fifteen (15th) day of the month for passengers who traveled on the previous month.

By signing this agreement, contractor agrees to complete the UCC Forms with all the information and will be responsible for any charge backs by customer should they fail to have signed UCC Form when required by the Credit Card Company. **CONTRACTOR IS REQUIRED TO COMPLETE UCC FORM** with all information i.e. name of card holder, passenger(s) name, destination, amount charge, Reservation Number etc. Further it is the contractor’s responsibility to submit, signed and validated UCC forms that includes all information within 7 days of Travelspan issuing the travel documents. Further, contractor agrees to follow all fare rules, booking procedures and schedules of the airlines. The Contractor will be solely responsible for any violations/debit memos resulting from bookings that are sent to Travelspan for ticketing on behalf of the Contractor.

In the event of a chargeback by the passenger, contractor authorizes Travelspan to deduct the amount of the chargeback from all commission due to contractor. Should the commission amount not cover the entire amount of the chargeback, then contractor agrees to pay the difference to Travelspan with 7 days of notice. Contractor agrees to personally guarantee to Travelspan for all payments.

Further Contractor personally guarantees all payments relating to cash and credit card documents issue on behalf of contractor.

In the event **TravelSpan** terminates the agreement, contractor shall personally remain fully liable for any and all payments due including costs of collecting such payments, attorneys’ fees and interest on any sums due. This agreement shall terminate upon written notice by either party.

Contractor:.....	Travelspan Inc ,
Print Name	Print name.....
Signature:.....	Signature.....
Title:.....	Title:.....



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