

LOCAL TRADE GROUP_{LLC}



4171 Arlington Rd
Evans, Georgia 30809
706-469-8357

RULES FOR TRAVEL REQUESTS

***REQUEST MUST BE EMAILED TO info@localtradegroup.com OR MAILED.
WE CAN ALSO PICK IT UP FOR YOU.***

TRAVEL REQUESTS MUST BE RECEIVED TEN BUSINESS DAYS BEFORE DESIRED CHECK-IN DATE. RESERVATIONS ARE NON-CANCELLABLE, NON-CHANGEABLE & NON-REFUNDABLE ONCE CONFIRMED. *ALLOW AT LEAST ONE WEEK FOR CONFIRMATION.*

I AM RESPONSIBLE FOR TAXES, CLEANING FEES, BOOKING FEES AND INCIDENTALS, IF APPLICABLE.

PLEASE DO NOT CALL THE PROPERTIES DIRECTLY. ALWAYS CALL THE LOCAL TRADE GROUP TO BOOK A REQUEST. IF YOU CALL A PROPERTY DIRECTLY YOU WILL BE BOOKED FOR CASH.

ASSOCIATE FEES MUST BE CURRENT TO PROCESS A TRAVEL REQUEST. AN ADDITIONAL \$15.00 CASH FEE MAY BE CHARGED IF THE REQUEST IS MADE LESS THAN SEVEN DAYS IN ADVANCE.

I HAVE READ AND AGREE TO THE ABOVE TRAVEL REQUEST RULES.

NAME: _____ CELL #: _____

EMAIL: _____ WORK#: _____

COMPANY: _____ TRADE EXCHANGE: _____

HOTEL: _____ LOCATION: _____

GUEST NAME _____ # ADULTS: _____ # CHILDREN: _____

CHECK-IN DATE: _____ CHECK-OUT DATE: _____

TOTAL # OF ROOM NIGHTS: _____ BED REQUEST: _____

SMOKING/NON: _____ # OF ROOMS NEEDED: _____

BOOK NOW _____ INQUIRE ONLY _____ SPECIAL NEEDS _____

SIGNATURE: _____ DATE: _____