International Barter Exchange, Inc.

Profit Through the Power of Exchange

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Travel Terms & Conditions For Air Travel

By completing this form you are agreeing to the following terms and conditions: 1) All reservations are NON-CANCELABLE, NON-CHANGEABLE, AND NON-REFUNDABLE once this request has been signed. Trade dollars are transferred at the time of confirmation. 2) Any travel reservations made through IBE™ incur a 20% travel fee to cover expenses, which is due at time of confirmation. (Unless arrangements are made for payment prior to confirmation, your credit card will be billed the 20% fee.) A major credit card is required to begin the booking process. 3) The member is responsible for any taxes, gratuities/service charges and incidentals that may be charged by the individual properties. These above-mentioned items are paid in cash, unless otherwise specified, and are the responsibilities of the member. Cash cleaning fees may be requested prior to or upon arrival. 4) A two-week advanced notice is required to receive the best service. Any request made with less than 14 days notice is subject to an additional 5% IBE™ travel fee. Restrictions such as black out periods may apply and will vary; all reservations subject to availability. 5) Any reservations placed directly at any hotel or property, without the authorization of IBE™ will bee treated as a cash reservation and the charges will be placed on the credit card. 6) Any additional charges applied to IBE™ through any reciprocal will be paid by the member. 7) IBE™ IS NOT A TRAVEL AGENCY, therefore descriptive information is limited.

_____ _____
MEMBER SIGNATURE DATE

(Requests for availability will not be honored unless this agreement is signed and sent back by the member.)

COMPANY NAME: _____ IBE™ ACCOUNT NUMBER: _____

RESERVATION NAME(S): _____
(As they appear on official documents)

_____

DEPARTURE INFORMATION:	**RETURN INFORMATION:**
NAME OF AIRLINE: _____	NAME OF AIRLINE: _____
FLIGHT NUMBER: _____	FLIGHT NUMBER: _____
DEPARTURE DATE: _____ TIME: _____	RETURN DATE: _____ TIME: _____
DEPARTING FROM: _____	DEPARTING FROM: _____
ARRIVING AT: _____	ARRIVING AT: _____

SPECIAL INSTRUCTIONS/REQUIREMENTS: _____

_____

CREDIT CARD INFORMATION (REQUIRED): CARDHOLDER NAME: _____

TYPE OF CARD: **VISA** ☐ **MASTERCARD** ☐ **AMERICAN EXPRESS** ☐ **DISCOVER** ☐

CARD NUMBER: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ **EXP. DATE:** ____/____