



3 West 35th Street 8th Floor, New York, NY 10001
Tel. (212) 481-1800 Fax. (212) 481-5516
downtowntravel@nyct.net

Agency Name: _____ Agent Name: _____

Phone #: _____ Fax #: _____

e-Mail: _____ Date: _____

Request Form

Passengers Names:

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

Hotel Name: 1) _____

Hotel Name: 2) _____

Hotel Name: 3) _____

Check In: _____; # of Night: _____

Room Type: _____

Meal Plan Type: _____

Number of Rooms: _____

Transfers: _____

Insurance: _____

IMPORTANT

1. Deposit 200.00 pp is due within 7 days after conformation.
2. Cancellation policy:
 - More then 35 day in advance = \$50.00 p.p.
 - 25 – 35 days in advance = 25% penalty
 - 15 – 24 days in advance = 75% penalty
 - Less then 14 days in advance = 100% penalty
3. Free transfers are available to Karlovy Vary when purchasing RT airline tickets with Downtown Travel.
4. If purchasing land only RT transfers \$30.00 pp.

Please fill out, print and fax this form to (212) 481-5516