

# **TRAVEL & ENTERTAINMENT** **VIP CONTACT SHEET**

**600 Allied Way  
El Segundo, CA 90245  
Ph 310-571-0156  
Fx 310-571-0165**

DK: \_\_\_\_\_

DATE: \_\_\_\_\_

STAR: \_\_\_\_\_

REFERRED BY: \_\_\_\_\_

## **PERSONAL INFORMATION**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EXT: \_\_\_\_\_

SEC/ASST NAME: \_\_\_\_\_

## **AIRLINE PREFERENCES**

SPECIAL MEALS? YES \_\_\_\_\_ NO \_\_\_\_\_

TYPE: \_\_\_\_\_

NAME: \_\_\_\_\_

FREQUENT FLYER # \_\_\_\_\_

**CLASS OF SERVICE  
DOMESTIC FLIGHTS:**

FIRST \_\_\_\_\_ BUSINESS \_\_\_\_\_

COACH \_\_\_\_\_

NAME: \_\_\_\_\_

FREQUENT FLYER # \_\_\_\_\_

**CLASS OF SERVICE  
INTERNATIONAL FLIGHTS:**

NAME: \_\_\_\_\_

FREQUENT FLYER # \_\_\_\_\_

FIRST \_\_\_\_\_ BUSINESS \_\_\_\_\_

NAME: \_\_\_\_\_

FREQUENT FLYER # \_\_\_\_\_

COACH \_\_\_\_\_

## **PASSENGER PREFERENCES**

WINDOW \_\_\_\_\_ AISLE \_\_\_\_\_ BULKHEAD \_\_\_\_\_

SMOKING \_\_\_\_\_ NON-SMOKING \_\_\_\_\_

**Notes:**

# T & E ENTERTAINMENT

## PREFERRED HOTEL ACCOMADATIONS

HOTEL OR CHAIN	CLUB MEMBERSHIP NUMBER

## CAR RENTALS (Please list in order of

RENTAL COMPANY	CORPORATE ID	PERSONAL ID

### INTERNATONAL TRAVEL INFORMATION

PASSPORT # \_\_\_\_\_ EXP DATE: \_\_\_\_\_

COUNTRY OF CITIZENSHIP: \_\_\_\_\_

### CREDIT CARD INFORMATION

CREDIT CARD COMPANY \_\_\_\_\_ BUSINESS OR PERSONAL

CARD NUMBER \_\_\_\_\_ EXP

CREDIT CARD COMPANY \_\_\_\_\_ BUSINESS OR PERSONAL

CARD NUMBER \_\_\_\_\_ EXP

I HEREBY AUTHROIZE T & E ENTERTAINMENT TO USE THE ABOVE LISTED CARD/CARDS CREDIT CARD/CARDS AND CHARGE THEM ACCORDINGLY FOR TRAVEL RELATED TRANSACTIONS WHICH I REQUESTED

CARDHOLDERS SIGNITURE \_\_\_\_\_ DATE: \_\_\_\_\_