



Connect. Trade. Save.

ITEX in Salt Lake City TRAVEL REQUEST FORM

BOOKING INFORMATION

Name of Person Traveling: _____

Ph: _____ Email: _____

Requested By: _____ Acct Name: _____

Acct#: _____

Destination: City: _____ State/Province: _____

Check-In Date: _____ Check Out Date: _____ #Adults: _____

Children: _____ Ages: _____

Total Nights: _____ # Rooms: _____ Smoking Yes No Late Arrival Yes No

Bed configuration: Queen King 2 Double Suite Condo Other (please specify below)

Special Requests: _____

- I approve ITEX in Salt Lake City to transfer \$25 ITEX for this request. I also understand that any changes will result in an additional \$25 ITEX.
- ITEX in Salt Lake is not a travel agency and is limited to access capacity and availability.
- **NO CANCELLATION CAN BE MADE ONCE THE RESERVATION IS CONFIRMED**
- All ITEX charges, ITEX dollars & cash are **NON-REFUNDABLE ONCE THE RESERVATION IS CONFIRMED**
- Taxes and incidentals are paid in cash at the hotel.
- Please note that reservation requests that are incomplete cannot be processed.

I have read the above conditions and I authorize this reservation request in my name. I understand and accept any applicable fees and charges that will be assessed to my credit card and my ITEX account. I authorize payment through ITEX as follows: Total ITEX: \$ _____ Total Tax: \$ _____

Signature: _____

Date: _____

- (Note: ITEX must have the credit card# and signature to begin the booking process)

When completed please email to
amanda.ealey@itex.net
FAX 877-904-8797
