

IMPORTANT: Completing this profile is key to receiving good, accurate and timely service.

Bar Title _____
By _____
Date _____
New _____ Revised _____



191 Peachtree Street – Suite 3300 – Atlanta, Georgia 30303 – Office: 404-942-5728 – Fax: 404-942-5601

INDIVIDUAL TRAVELER PROFILE

Company Name _____

Traveler Name _____ E-mail Address _____

Title _____ Department Name or Number _____

Passport Number _____ Exp. Date _____ Place of Issuance _____

Business Telephone _____ Business City _____ Fax Number _____

Home Number (for emergencies) _____ Mobile Number _____

Secretary/Travel Arranger _____ Phone _____

DELIVERY INFORMATION

Delivery Address _____

Company Name _____

Name _____

Address _____

City _____ State _____ Zip _____

Directions or Special Instructions (i.e. hours of operation) _____

SPECIAL RESERVATION INFORMATION

Seating Preferences

Non-Smoking Bulkhead Aisle Other _____

Smoking (Int'l Only) Exit Row Window

Meal Preferences

Vegetarian Low Fat Other _____

Seafood Low Calorie

AIRLINE PREFERENCES / FREQUENT FLYER INFORMATION (SPECIFY IN ORDER OF PREFERENCES)

Airline	Account Number	EXACT Name on Account
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

BILLING INFORMATION

Company Travel _____ Bill to Company Credit Card
Credit Card Number _____ Exp. _____
_____ Bill to Personal Credit Card (Subject to Approval)
Credit Card Number _____ Exp. _____
Personal Travel _____ Bill to Personal Credit Card
Credit Card Number _____ Exp. _____

RENTAL CAR PREFERENCES _____ **UNDER AGE 25, IF YES PLEASE INDICATE D.O.B** _____

Rental Company	Corporate Discount Number	Personal ID Number	Type / Size
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Special Instructions (i.e. Smoking, Non-Smoking) _____

HOTEL PREFERENCES

Hotel	Corporate Discount Number	Personal ID Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Special Instructions (i.e. Smoking, Non-Smoking) _____

HOTEL CONFIRMATION Credit Card Company _____
Credit Card Number _____ Exp. _____
_____ Business Credit Card _____ Personal Credit Card

I, _____ hereby authorize Celebrity Personal Assistants, Inc. Travel Division (an affiliate of Andavo Travel and a Virtuoso Member) to charge my credit card (company), for travel transactions requested by me or my authorized agent, _____ via telephone, letter, email or online request system until _____ or upon expiration of my card whichever is sooner. Service standards cannot be guaranteed if profile information is incomplete or incorrect
Signature _____ Date _____

PLEASE RETAIN A COPY OF THIS PROFILE FOR YOUR COMPANY FILE. ANY CHANGES OR DELETIONS MAY BE CALLED IN TO ANY CPAI TRAVEL AGENT.