



7760 France Avenue South Edina, Minnesota 55435 952/831-3525 800/737-0373

### Business Traveler Profile

Personal Service begins with knowing your needs and preferences! Having the following data on record will expedite the reservations process and will assist us in handling your needs exactly as you want them handled as quickly and efficiently as possible.

PRINT YOUR NAME EXACTLY AS IT APPEARS ON YOUR FREQUENT FLYER ACCOUNTS AND DRIVERS LICENSE

Company \_\_\_\_\_ Traveler Name \_\_\_\_\_
Address \_\_\_\_\_ Home Address \_\_\_\_\_
Bus Phone \_\_\_\_\_ E-Mail \_\_\_\_\_
Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Credit Card I wish to be used for ticketing and hotel guarantees is a: \_\_\_\_\_ Business Card \_\_\_\_\_ Personal Card
Name of Card \_\_\_\_\_ Acct # \_\_\_\_\_ Exp Date \_\_\_\_\_

I hereby authorize Gateway Express, Inc to charge my purchases to this card.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Frequent Flyer Accounts:

Airline \_\_\_\_\_ Acct # \_\_\_\_\_ Status \_\_\_\_\_
Airline \_\_\_\_\_ Acct # \_\_\_\_\_ Status \_\_\_\_\_
Airline \_\_\_\_\_ Acct # \_\_\_\_\_ Status \_\_\_\_\_

Special Hotel or Rental Car Memberships or Accounts:

Hotel or Car Company \_\_\_\_\_ Program ID or Acct # \_\_\_\_\_
Hotel or Car Company \_\_\_\_\_ Program ID or Acct # \_\_\_\_\_
Hotel or Car Company \_\_\_\_\_ Program ID or Acct # \_\_\_\_\_

Special Requests or Preferences: (confirmation based on availability)

\_\_\_\_\_ Window Seat \_\_\_\_\_ Aisle Seat \_\_\_\_\_ Smoking Room \_\_\_\_\_ Non Smoking Room

Special Needs (Handicap service, special meals, etc) and other Remarks: