



TRAVELTIME

Travel Requirements Questionnaire

Company Name	Contact
Address	
Telephone Number	Email address
Company Registration Number	

Our aim is to ensure that executives have trouble-free travel arrangements. We seek to offer high levels of service by understanding the needs and preferences of our clients and their executives. We are able to offer alternative service arrangements ranging from ad hoc bookings to a dedicated account co-ordinator with whom clients can meet regularly to review services and performance. The information you provide below will enable us to tailor quotations for your consideration offering alternative levels of service, account support and fees.

Travel usage overview

Total number of executives travelling	-
Total number of journeys booked per month on average	-
Which destinations/ routes are regularly visited	-

Estimated monthly expenditure on travel

Please provide an estimate of monthly expenditure on travel divided between flights, hotels and other services.

Flights £	Hotels £	Other £
Total £		

Class of travel

Please provide an estimated breakdown of your expenditure by class of travel.

First/ Business	%
Economy	%
'Low cost airlines'	%

Travel policy

Please provide a brief overview of the company travel policy as regards choice of airline.

Does the company have preferred carrier(s)? Yes/ No

If Yes Which airline(s)?

If No Are individual travellers free to select their airline of choice?

Yes/ No

If Yes Which are the most frequent choice of airlines?

Invoicing

Does your company need TRAVELTIME to provide any special information required on our invoices to you? (Such as the name of traveller(s), the name of the person making the reservation or order number etc ?)

Special requirements Yes/ No

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Credit

Would you require credit / or pay as you go type of account. Delete as required.

Credit can be provided, subject to obtaining appropriate credit references. Where available our normal credit terms are for payment of invoices on or before 15th of the month following invoicing. Invoices are generated when a booking is made.

Are credit facilities required?

Yes/ No

Do you have any special credit requirements

Yes/ No

Out of hours support

Arrangements can be made for a out of business hours support for your account.

Is out of hours support required?

Yes/ No

Management Information Reports

Management information reports can be provided for your account to assist your company in planning travel budgets and making the most of them.

Are management information reports required?

Yes/ No

Account Saving Reviews

We are able to provide regular reviews of your account expenditure patterns and trends and offer advice and suggestions to help make your travel budgets go further.

Are Account Saving Reviews required?

Yes/ No

Company specific circumstances

Please advise of any additional company specific requirements.

Thank you for your time.