



ITEX in Tulsa
 114 S 3rd Street
 Jenks, OK 74037
 918-298-2266(P)/918-298-2268 (F)
www.itex.com

ITEX RESERVATION REQUEST

ITEX forwards travel requests as available, however, we are not a travel agency and cannot function as one.

BOOKING INFORMATION

Name of Person Traveling: _____ Ph: _____ Fax: _____

Requested By: _____ Acct Name: _____ Acct#: _____

Destination: _____ City: _____ State/Province: _____ Country: _____

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

Total Nights: _____ # Rooms: _____ Smoking (circle one) Yes No Late Arrival (circle one) Yes No

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

Special Requests: _____

CREDIT CARD INFO (This information is mandatory due to hotel regulations)

Cardholder Name: _____ Signature: _____

VISA MasterCard Discover AMEX Exp. Date: _____ Card #: _____

Please review the above information as some of the following cash charges may be applied to your credit card. Your credit card is given to the hotel as a guarantee.

- **NO CANCELLATION CAN BE MADE ONCE THE RESERVATION IS CONFIRMED**
- All ITEX charges, trade & cash are **NON-REFUNDABLE ONCE THE RESERVATION IS CONFIRMED**
- Taxes and incidentals are paid in cash at the property
- 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 that will be charged to my credit card and/or my ITEX account as provided.

Signature: _____ Date: _____

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

RESERVATION CONFIRMED – To be filled out by ITEX only

Property: _____ Ph: _____ Fax: _____

Address: _____ City: _____ State/Province: _____ Country: _____

Rate/Night: \$ _____ Confirmation #: _____ Confirmed by: _____

Total ITEX: \$ _____ Total Tax: \$ _____ Authorization #: _____

Scrip Sent (date): _____ Address Sent to: _____ Sent by: _____