

BOOKING & PROMOTIONS REPORT FORM

Your Name: _____

Manager's Name : _____

Agency: _____

Telephone Number : _____

ABTA No: _____

Booking Reference: _____

Invoice Number : _____

Tour Operator: _____

Lead name and number of passengers in party:

Date of travel: _____

Destination: _____

Name of Accommodation or Cruise: _____

Airline: _____

Promotions

Type of promotion:

Window display

Date from: _____ To: _____

(Enclose photo)

Direct Mail

Date: _____

(Enclose copy of material/letter)

Other

(please specify)