



Corporate Barter Network

Corporate Barter Network  
23 South Fourth Street  
Reading, PA 19602  
P: 610.372.1600 — F: 610.208.0441  
www.corporatebarter.net

### CBN RESERVATION REQUEST FORM

#### BOOKING INFORMATION

Date of Request: \_\_\_\_\_ Requested By: \_\_\_\_\_  
 Person Traveling: \_\_\_\_\_ Ph: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Acct Name: \_\_\_\_\_ Acct# \_\_\_\_\_  
 Destination: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 (1<sup>st</sup> Choice) Check-In Date: \_\_\_\_\_ Check-Out: \_\_\_\_\_  
 (2<sup>nd</sup> Choice) Check-In Date: \_\_\_\_\_ Check-Out: \_\_\_\_\_  
 # Adults: \_\_\_\_\_ # Children: \_\_\_\_\_ Ages: \_\_\_\_\_  
 Total Nights: \_\_\_\_\_ # of Rooms: \_\_\_\_\_ Smoking  Yes  No Late Arrival  Yes  No  
 King  Queen  Double  Double  Suite  
 Special Requests: \_\_\_\_\_

#### CREDIT CARD INFORMATION (Mandatory Information)

Name as it Appears on Card: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Visa  MC  Discover  AMEX Exp Date: \_\_\_\_\_ Card# \_\_\_\_\_ CVV: \_\_\_\_\_  
 Billing Address of Credit Card: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email address \_\_\_\_\_

- All reservations are NON-CANCELLABLE, NON-CHANGEABLE, and NON-REFUNDABLE once the request has been submitted. Payment is made at the time of confirmation.
- A cash cancellation fee may be incurred once travel is confirmed. This would be charged by the hotel or resort at which the reservation was confirmed.
- All taxes, gratuities and incidentals (unless otherwise specified) are the responsibility of the traveler and paid in cash at the property.
- Restrictions such as black out periods may apply and will vary. (Christmas, Easter, Spring Break, Memorial Day, 4th of July etc.)
- In order to process your reservation, your account must be active and all past due fees must be paid and up to date.
- Other Offices may charge a cash booking fee. This will be charged to your credit card unless otherwise notified.
- CBN will debit your account upon confirmation of reservation.

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

#### RESERVATION CONFIRMED — To be filled out by CBN only

Property: \_\_\_\_\_ Ph: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Rate/Night:\$ \_\_\_\_\_ Confirmation #: \_\_\_\_\_ Confirmed by: \_\_\_\_\_  
 Total CBN: \$ \_\_\_\_\_ Total Tax: \$ \_\_\_\_\_ Authorization #: \_\_\_\_\_