

International Tours of Houston
6363 Richmond Ave. Suite 200, Houston TX 77057 - 713-785-2682

FAX TO: 713-268-2626

CHECK REQUEST FORM

ITH CHECK ISSUANCE POLICY: ITH policy dictates no agency check is sent to the travel supplier until ITH receives your check and completed check request. Since you will be accepting your client's checks in payment for travel services, please allow for bank clearing house transit time for checks to clear.

ITH accounting will work with you to complete the "last minute sale", however exceptions are only permitted to those agents whose account is in good standing with ITH or who have shown by previous actions their concurrence to policy:

- (A) **CHECK # REQUEST:** Some tour operators will require a check # to confirm services via the booking call. Call ITH accounting for a check #, and once booking is confirmed, build your PNR with miscellaneous segment and check as form of payment.
- (B) Complete the Check Request Form and (1) either fax it to ITH with notation that you are mailing your check same day or having your check delivered.
- (C) ITH will only forward payment to supplier when ITH receives your check. If booking is considered last minute, ITH will make decision based on past experience and amount of check.

Agent Name: _____ TRAMS ACCNT#: _____

Date: _____ Invoice # _____ Date Due Vendor: _____

Confirmation #: _____ Deposit _____ Final Payment _____

Client Name: _____

Make check payable to: _____

Vendor mailing address: _____

Vendor's telephone # : _____

NOTE: No PO Box 's for Airborne or FedEx deliveries, but do list recipients telephone #

Check to be sent to Vendor:

US Mail: Regular ___ Certified ___ Priority (2 Day) _____ Express _____
Airborne: Overnight AM delivery _____ PM _____ 2nd Day _____
Federal Express: Overnight AM _____ PM _____ 2nd Day _____
TEC: Courier within Houston area only _____

Amount of your check to ITH: \$ _____

Commission to be deducted (if any) \$ _____

Note: Please verify w/Vendor if any commission
To be deducted from Final Payment

Net Check Amount Due to Vendor \$ _____

Issuance or mailing notes:

To be completed by ITH Accounting: Check # _____ Issue Date _____