



# International Tours® of Houston

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## Welcome to the IT TRAVEL GROUP Home Based Business Program!

The enclosed information and procedures were created to assist you in the booking & ticketing process you complete on behalf of your customer(s).

The staff of International Tours of Houston (ITH), understands that each Independent Contractor (IC) will require different and various agency support services to meet those needs. In anticipation of future questions, IC'S should direct their questions to the following ITH personnel:

*Vanessa Arriola*

Agency Accounting  
Ticket Formats

*Bente Rawson*

Agency Accounting  
Group Ticketing

*Jennifer Kornas*

Co-op Advertising  
Tour Source & VAX Training

*Vanessa/Bente/Jennifer*

Ticket & Invoice  
Amadeus Training

*Ron Sanders CTC*

Amadeus Assignments  
IATAN Registration  
Travel Vendors

**Important Note:** Establishing your d/b/a - Doing Business As name is important to project a positive business image to your future clients. However, when booking with any travel vendors, you must introduce yourself and your affiliation with ITH to the vendor. The vendor will require ITH'S **ARC/IATAN/CLIA # 45674263** and/or business telephone number - **713-785-2682** as the number their records reflect for paying commissions for sales of their travel product or service.