

GIFT OF TRAVEL ORDER FORM **ALL FIELDS MUST BE COMPLETED FOR ORDER TO BE PROCESSED**



Date _____
 Company _____
 Company Billing Address: _____
 Ordered By _____ Title: _____
 Phone _____ Email _____

Presented To (please print) _____
 Title of Gift of Travel Recipient _____
 E-Mail Address of Gift of Travel Recipient _____
Employee Number of Recipient _____
 Mailing Address of Recipient _____

Given By (please print) _____
 Total Amount of Certificate \$ _____

Mail Delivery Fee/\$15 per address /from 1-5 Certs only* \$ _____ \$15.00 _____

*Rush Service (requires pre approval)	\$ _____ \$15.00 _____
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Total Amount of Order: \$ _____

*Notes: Same day delivery fee with pre-approval, additional \$15; regular processing time is 3-5 business days
 Additional fees will apply for larger orders – please contact us for purchases over 5 Certs or \$25,000

Form of Payment (Indicate here if by Company Check. Please call for wire transfer information) _____

American Express Card Number _____
Other Credit Card Number _____
Security Code: _____
Expiration Date _____
Name of Cardholder _____
Signature of Cardholder _____

Delivery Address: Company: _____

To the Attention of: _____

Mailing Address: _____

(Please Note: No Post Office Boxes can be used for Express Mail Deliveries)

TERMS: GIFT CERTIFICATES ARE NON-REFUNDABLE ONCE PURCHASED.

All Gift Certificates are sent via secure overnight mail after 3-5 days processing time. The fee for small orders is \$15.00 per address. Payment may be made by company check, wire transfer or credit card.

CREDIT CARD ORDERS MAY BE FAXED TO: 615-361-0347

CHECKS SHOULD BE MADE PAYABLE TO: TRAVELINK INCORPORATED.

*CHECKS MAY BE MAILED TO: TRAVELINK
 C/O GIFT OF TRAVEL
 404 BNA Drive, Bldg 200 Suite 651, Nashville, TN 37217*

Call 1-800-851-8233 or email GiftofTravel@trvlnk.com.

For Office Use Only: Certificate # Reissue Y/N
 Value redeemed \$ Invoice #