

Checklist

British Citizen passports: Yes/No

Visa required: Yes/No

1. Machine readable: Yes/No

Requirements for USA -Sheet read & signed: Yes/No

2. 6 mths validity: Yes/No

3. Do **all** pax (inc children) have own: Yes/No

4. Issued in the UK: Yes/No

5. FCO advice given: Yes/No

Vaccinations advised: Yes/No

Insurance required: Yes/No

Yellow fever cert: Yes/No

If yes, declaration sheet signed: Yes/No

Malarial area: Yes/No

If no, disclaimer signed: Yes/No

Any relevant local events/festivals/dates

Yes/No

Weather checked and advised

Yes/No

Ramadan (only applicable in Islamic Countries)

Yes/No

Extras offered / booked

Car parking Yes/No

Type of car

Colour

Reg:

Outward flight no:

Arrival time

Return time

Airport stopover Yes/No

Type of room required

Car parking required?

Car Hire Yes/No

Type of vehicle

Duration of hire

Pick up/drop off

Foreign exchange Yes/No Currency required/amount/date

Client booked? Yes/No *If not, follow up call made?* Yes/No *If yes, file no:*

Reason why (if not booked).....

Consultant Name..... **Date**

Time enquiry taken.....Time/date client has information.....

Telephone enquiry

Internet enquiry

Walk in

Experience enquiry

Approx time spent on enquiry.....