Dear Travel Partner:

Please notify Donovan with the below information at least three days prior to the final payment date. For your convenience you may email to mrodrigues@donovantravel.com. Advise the names (including middle names or initials) as they appear on the government issued ID that is being used for travel. If traveling outside of the 50 United States please provide the citizenship. If you have any questions, please call 1-401-769-1720.

Last Name	First	Middle	Date Of Birth MM/DD/YYYY	Gender M or F	Citizenship	Frequent Flyer Number	Redress (if available)
Example: DOE	JOHN	ALAN	08/10/1969	M	US	AB000000	123456789

Group Name:
Record Locator:

Last Name	First Middle	Date Of Birth MM/DD/YYYY	Gender M or F	Citizenship	Frequent Flyer Number	Redress (if available)

Group Information

Group Leader Name: _____

Group Leader Phone: _____ Alternate Phone: _____

Hotel Name and Phone: _____ Alternate Contact: _____

Baggage Information

Excess Baggage. - Please notify immediately of any baggage and equipment outside of the normal baggage allowance. We will advise you of excess baggage charges and communicate to the airport for accommodation.

Latin America. - Seasonal baggage restrictions apply. Please call a Group Department Representative for information.

Special Services

If your customers have special needs, such as wheelchairs, special meals, etc., please let us know immediately so we can provide provide the best service.