Polo Travel Ltd.

Corporate Travel Service

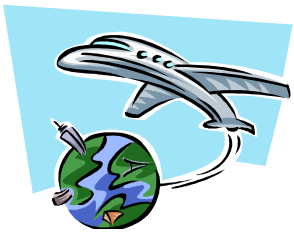
Business travel is an investment in your company's future. However, the high cost of airline tickets, hotel accommodations, car rentals and other related travel expenses could be affecting your bottom line.

Now Polo Travel can help. Our Corporate Travel Service offers you the solution you need to meet your business travel management challenges.

We'll provide you with efficient service, reduced costs, personalized attention and simplified administration for all your business travel needs.

Polo Travel Corporate Travel Service puts you in control of your travel budget without compromising convenience or quality.

Please take a few minutes to read the enclosed brochure and acquaint yourself with the many advantages our Corporate Travel Service holds for your organization.



CORPORATE SERVICES OFFERED

- Reservations and tickets on all major airlines worldwide
- Competitive rates with all major airlines and charter carriers
- Reservations and written confirmation for hotels and car rentals
- Reservations and tickets on most major railways worldwide
- Clear, concise invoices and travel itineraries
- Prepaid ticket service available world-wide
- Travel insurance through our preferred partner, *RBC Insurance*
- Convention and sales meeting arranged
- Group and incentive travel programs

WHY CHOOSE POLO TRAVEL?

BUSINESS TRAVEL IS OUR BUSINESS

We want your business and here's what we'll do to earn it!!!

EXPERIENCE:

We recognize that business travel is complex and demanding – no place for amateurs. Our agency has accumulated a wealth of experience in handling thousands of business travel arrangements from a wide range of corporate clients over the years. This experience and professional attention to detail has satisfied even the most demanding business traveler.

EFFICIENCY:

We acknowledge that time is money, therefore, the office has been geared for maximum efficiency by retaining the most current electronic equipment to handle the work flow. Our terminals have direct access to the airlines reservations systems, thus we can confirm your reservations request directly over the phone. This instantaneous service will eliminate many time consuming telephone calls for your staff as well as the hours spent researching on-line. Our automated system reduces the handling process of tickets, itineraries, invoices and other travel documentation that is required for your business trip.

EXPERTISE:

We have become experts in selecting the shortest route at the best available fare, the most suitable hotel room and car for your business travel needs, and in doing so, whenever possible, reduce the travel cost without compromising the quality of service. You too will appreciate the substantial reductions on your travel expenses.

EXCELLENCE:

We always strive to improve our services to our valued clients. We believe our professional pride and integrity in our services has given us a degree of excellence.

EXPECTATIONS

In this proposal we have outlined for you what we have to offer as a full service agency.

What is more important to us now is your input outlining what your office needs and expects from our travel agency to fully meet all of your travel requirements:

Thank you for taking the time to examine our proposal. Your input is extremely valuable to us in providing you with the service your offices deserves and requires.

We look forward to discussing these ideas with you in the near future.

CORPORATE PROFILE

COMPANY NAME:_____

ADDRESS: _____

EMPLOYEE NAME: _____

E-MAIL ADDRESS: _____

TELEPHONE NO: _____

AIR TRAVEL PREFERENCES

SEAT SELECTION: ☐ WINDOW ☐ AISLE ☐ NO PREFERENCE

CLASS: ☐ ECONOMY ☐ BUSINESS

SPECIAL NEEDS/ASSISTANCE: _____

HOTEL/CAR RENTAL

LIST ANY HOTEL AND/OR CAR RENTAL COMPANY THAT YOUR FIRM HAS SPECIAL RATES WITH:

_____

PREFERRED HOTEL/CAR RENTAL COMPANY:

_____

PREFERRED BED TYPE: ☐ DOUBLE ☐ QUEEN ☐ KING ☐ NO PREFERENCE

PREFERRED CAR TYPE:_____

OTHER

CITIES MOST OFTEN TRAVELED:_____

PLEASE INCLUDE ANY OTHER INFORMATION WHICH WE MAY HAVE MISSED OR IS IMPORTANT FOR YOUR COMPANY:_____

_____

REWARDS PROGRAMS

AIRLINE FREQUENT FLYER NUMBERS (ie. Air Canada Aeroplan**):**

_____

AIRMILES NUMBER (applicable only to Westjet Flights**):**_____

OTHER (ie company/corporate discount or offers)**:**_____