



FORBES TRAVEL INTERNATIONAL LTD.

Corporate Travel Audit

The purpose of this profile is to learn more about your company, to discover your current travel patterns and current negotiated agreements, and determine how Forbes Travel International Ltd. can serve your travel needs better.

Corporate Information

Contact Name:		
Company Name:		
Company Address:		
City:	Prov/State:	PC/Zip:
Main Bus. Line:	Direct Line:	Bus. Fax:
Email:	Company Web site:	

About Your Company

1. What type of business are you?
2. What are your hours of operation?
3. How many employees do you have?
4. How many employees travel?
5. Do you have branch or affiliate offices?

Travel Objectives

1. What is your priority with travel arrangements? (Example: Cost? Schedule?)
2. Which factor is most important in your decision?
3. Do you establish an annual travel budget?
4. Do you have a corporate travel policy in place?
5. What were your travel expenditures last year?
6. What is your budget for travel this year?
7. Are there specific months or seasons when you travel most?
8. Do you currently have negotiated agreements with airlines, hotels or car rental agencies?
9. What are your primary destinations?
• In USA
• In Canada
• In UK/Europe
• In Asia
• In South Pacific
• In Africa
• Other
10. How much do you spend on Hotel and Car rental bookings each year?
11. Do you use standard rates or higher than standard rates with Hotels? Cars?
12. Do you have negotiated hotel rates?
If yes, who with and what are the agreements?
13. Do you have negotiated car rental rates?
If yes, who with and what are the agreements?

Moving to Forbes Travel International Ltd.

1. How could we improve on the service you are currently receiving?
2. What would be your expectations of Forbes Travel International Ltd.?
3. What do you currently pay for Professional Service Fees?

Credit Card Information

1. Do you use a corporate credit card or individual credit cards for all air bookings?
2. Do you use a corporate credit card or individual credit cards for hotel guarantees?

What would you like to know about Forbes Travel International?

Contact Gisela Maskell or Deirdre Manley to discuss having Forbes Travel International Ltd. as your travel management company.