

**Grand Hill Corporate – Making Corporate Travel Planning Easier**

Company Name \_\_\_\_\_  
Address \_\_\_\_\_ Dept. \_\_\_\_\_  
City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

**Personal Information**

Legal Name \_\_\_\_\_ Date of birth \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Title \_\_\_\_\_ E-Mail address \_\_\_\_\_  
Business \_\_\_\_\_ Cell \_\_\_\_\_  
Phone \_\_\_\_\_ Phone \_\_\_\_\_

Home Phone \_\_\_\_\_  
Admin. Assistant \_\_\_\_\_ E-Mail addr \_\_\_\_\_

Admin. Assistant  
Business Phone \_\_\_\_\_ Extention \_\_\_\_\_

Cell Phone \_\_\_\_\_

**Passport Information (optional)**

Passport Number \_\_\_\_\_ Your Citizenship \_\_\_\_\_  
Legal Name on  
Passport \_\_\_\_\_  
Place of birth \_\_\_\_\_ Place of issue \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Phone number \_\_\_\_\_

**Airline Preference & Frequent Flyer Information**

Preferred Seating Aisle Window (circle one)  
Preferred Airport Flint Detroit Other \_\_\_\_\_

**Frequent Flyer Information**

Airline \_\_\_\_\_ Acct Number \_\_\_\_\_  
Airline \_\_\_\_\_ Acct Number \_\_\_\_\_  
Airline \_\_\_\_\_ Acct Number \_\_\_\_\_

**Rental Car Information**

Preferred Car Size Econo Compact Mid Full Luxury (circle one)  
Car Company \_\_\_\_\_ ID \_\_\_\_\_  
Car Company \_\_\_\_\_ ID \_\_\_\_\_  
Car Company \_\_\_\_\_ ID \_\_\_\_\_

**Hotel Information**

Hotel \_\_\_\_\_ Acct Number \_\_\_\_\_  
Hotel \_\_\_\_\_ Acct Number \_\_\_\_\_  
Hotel \_\_\_\_\_ Acct Number \_\_\_\_\_

**TSA – Secure Traveler Information**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Credit Card Information (optional)**

For Hotel Guarantee  
Card Type \_\_\_\_\_ Acct. # \_\_\_\_\_ Exp. \_\_\_\_\_ PIN # \_\_\_\_\_  
Name on account \_\_\_\_\_  
Signature X \_\_\_\_\_  
For Airline Tickets  
Card Type \_\_\_\_\_ Acct. # \_\_\_\_\_ Exp. \_\_\_\_\_ PIN # \_\_\_\_\_  
Name on account \_\_\_\_\_  
Signature X \_\_\_\_\_

**We appreciate your business and look forward to working with you!**

**Grand Hill Corporate**

E-mail to: [customerservice@grandhilltravel.com](mailto:customerservice@grandhilltravel.com)

**THANK YOU!!!**