

Change / Cancellation Request

I (print name) _____ request that **AWA Travel** (check one)

- Cancel the entire reservation listed below.
- Make the following changes to the reservation listed below (use back if necessary)

I understand that penalties may apply.

_____ (Signature)

_____ (date)

Change/Cancellation Fees

In accordance with the terms of AWA Travel as explained on the invoice issued for this booking, a \$50 administrative fee is due AWA Travel at this time.

***** CHANGE / CANCELLATION POLICY *****

Once deposit has been made change and cancellation penalties apply to your trip...Changes and cancellations are subject to a \$50 per person administrative fee collected by AWA Travel at the time of change or cancellation.

Please complete the following information:

Cardholder Name: _____

Credit Card Number: _____ Expiration Date: _____

Billing Address: _____

Home Phone: _____ Business Phone: _____

I understand that I will be charged a rate of \$50 per person.

_____ (Signature of cardholder)

_____ (date)

Booking Information

Traveler's Name(s): _____

Booking Number: _____ Vendor: _____

Dates of Travel: _____

 **The following identification must accompany this form**

- A copy of the *front and back* of the credit card clearly showing the signature.
- A copy of the cardholder's driver's license showing the signature.
- This form with original signatures.