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|  | **TRANSFER BOOKING FORM**  [**bookings@nexustours.com**](mailto:bookings@nexustours.com) **/** [**lastminute@nexustours.com**](mailto:lastminute@nexustours.com)  **(minimum advance notice for transfer bookings is 24 hours)** |

**Please complete this form and email to the above email addresses at Nexus Tours.   
Once confirmed they will advise you of payment procedure and link for payment**

**YOUR EMPLOYER (TRAVEL AGENT/TOUR OPERATOR/AIRLINE):   
(Your I.D. will be required for presentation to Nexus Tours on arrival)**

**STAFF TRAVEL VOYAGE (STV) HOTEL BOOKED:**

**YOUR STV BOOKING REFERENCE:**

**LEAD PASSENGER NAME (Staff member with ID):**

**NUMBER OF ADULTS:   
  
NUMBER OF CHILDREN:   
AGE OF CHILDREN:**

**OTHER PASSENGER NAMES:**

**TRANSFER TYPE:**

1. **AIRPORT to HOTEL or HOTEL to AIRPORT TRANSFERS  
   Request Regular, Private or Deluxe:**

**ONE WAY OR RETURN?:**

**DESTINATION (city/country):   
  
HOTEL NAME:**

**DATE IN: FLIGHT NUMBER: AIRLINE: AIRPORT:**

**DATE OUT: FLIGHT NUMBER: AIRLINE: AIRPORT:**

1. **HOTEL TO HOTEL TRANSFERS   
   (Choose this option if you are staying at 2 or more hotels and would like a transfer between the hotels)   
     
   From hotel (name):   
     
   To hotel (name):  
      
   Date:  
     
     
   From hotel (name):   
     
   To hotel (name):  
      
   Date:**

**ANY COMMENTS OR QUESTIONS/SPECIAL REQUESTS:**