|  |  |
| --- | --- |
|  | **TRANSFER BOOKING FORM****bookings@nexustours.com** **/** **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:**