



## TRAVEL GIFT CERTIFICATE REQUEST FORM

I would like to purchase a Travel Gift Certificate in the amount of \$ \_\_\_\_\_ .00

Gift Certificate to be made out to \_\_\_\_\_

Gift Certificate is from \_\_\_\_\_

*Special Verbiage*  
(i.e. Happy Birthday, Happy Anniversary, Employee of the Year, etc.) \_\_\_\_\_

*Special Colors, Logo, Border, etc.* \_\_\_\_\_

This is a  Corporate Award  Recognition Award  Incentive Award  
 Cruise Gift Certificate  Birthday Certificate  Anniversary Certificate  
 Holiday Gift Certificate  Other

Company Name \_\_\_\_\_ Your Name \_\_\_\_\_

Address \_\_\_\_\_

City, ST, Zip \_\_\_\_\_

Credit Card Type \_\_\_\_\_ Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Name on Credit Card \_\_\_\_\_

Credit Card is  Corporate  Personal

Authorizing Signature \_\_\_\_\_

Mail Certificate to: \_\_\_\_\_

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

### **Please Note:**

- Gift certificates will be valid for one year from date of issue.
- Gift certificates can only be issued for air tickets, packaged tours or cruises (hotel only or car only is unavailable).
- Original copy of Gift Certificate must be presented upon redemption.

Comments or \_\_\_\_\_  
Special \_\_\_\_\_  
Instructions \_\_\_\_\_

Please complete form and either email to [gwenc@travelexonline.com](mailto:gwenc@travelexonline.com) or fax to 847-882-1212.  
A draft of the gift certificate will be emailed to you for your approval.