

# ePLATINUM TRAVEL

## Travel Gift Certificate Request Form

Purchaser Information	
Today's date:	
Name:	
Company:	
Phone number:	
E-mail address:	
Requested method of delivery: E-mail, regular mail. If FedEx, UPS, DLH, Please provide your account number.	
Certificate routing: (to purchaser above, recipient, or other)	
Date certificate is needed: (The certificate will be issued when payment is received)	
Expedia Account Manager:	
Certificate Information	
Recipient's name:	
Recipient's e-mail:	
Recipient's phone number:	
Dollar Amount: A \$500 minimum is required per certificate. Certificates \$500-\$1000 will carry a \$30 administration fee per certificate.	
Compliments of:	
Special Instructions:	
Special Restrictions:	
Special design or logo request: (An additional fee may apply)	
Design contact:	
Billing Information	
Form of payment- check:	
Form of payment- credit card: We need card number, expiration date, name on the card, and billing address with zip code. (A 4% merchant fee will be added to the credit card purchase)	
Is an invoice needed? If so, are there any special cost allocation code instructions?	

When you have completed the request form, please fax or e-mail to:  
 Fax: 206 467-9186      e-mail: [info@eplatinumtravel.com](mailto:info@eplatinumtravel.com)