# GroundSpan Account Request Form

Submit to: info@groundspan.com

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| Date Submitted: | Who Submitted: | Company: |

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| 1. CORPORATE ACCOUNT INFORMATION
 |
| **Name of Corporation:** |  |
| **Complete Address:** |  |
| **City, State, Zip Code:** |  |
| **Phone:** |  |
| **Is an online booking tool being used?** **If yes, which?** |  |

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|  **II. TRAVEL AGENCY INFORMATION** |
| **Travel Agency Name:** |  |
| **Address:** |  |
| **City, State, Zip Code:** |  |
| **Country:**  |  |
| **Main Reservation Phone #:** |  |
| **Name of Lead Contact:** |  |
| **Email of Agency Contact:** |  |
| **Phone # of Agency Contact:** |  |
| **\*\*IATA # (main one only)** |  |
| **\*\*Pseudo City Code (s):** |  |
| **GDS(s):** |  |
| **# of Agents booking this account:** |  |
| **# of ground transportation bookings:** |  |

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| 1. **CORPORATE PREFERRED VENDOR INFORMATION**

**It helps if the client or Concur representative can email the vendors to alert them of the automation direction with GroundSpan the set up process is more efficient and timely. Template notes availability upon request.** |
| **Vendor Name** | **Vendor Contact** | **Vendor contact phone** | **Vendor contact email** | **Pymt type** | **Areas serviced** | **Vehicle types**  | **Vendor letter sent?** |
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| 1. **GDS SCREENSHOTS**

**(Only necessary if want your travel agency to book, modify and cancel.)** |
| Please show your command to display the following. A simple screen shot of the display/command is what is needed. This is ONLY necessary if you want your offline travel agency to book new trips or modify, cancel existing. Contact GroundSpan if you would like a demo of this product. |
| **DISPLAY COMMANDS** |  | **YOUR SCREENSHOTS** |
| Display itinerary |  | Cut & paste the response from the requested command here. Be sure to include ALL text in the display. |
| **Display associated remarks for a sector** |  | Cut & paste the response from the requested command here. Be sure to include ALL text in the display. |
| Display notepad / general remarks |  | Cut & paste the response from the requested command here. Be sure to include ALL text in the display. |
| **Display office addresses** |  | Cut & paste the response from the requested command here. Be sure to include ALL text in the display. |
| **Display home address** |  | Cut & paste the response from the requested command here. Be sure to include ALL text in the display. |
| **Display passenger(s)** |  | Cut & paste the response from the requested command here. Be sure to include ALL text in the display. |
| **Display phone numbers** |  | Cut & paste the response from the requested command here. Be sure to include ALL text in the display. |
| **Display email addresses** |  | Cut & paste the response from the requested command here. Be sure to include ALL text in the display. |
| **Display form of payment** |  | Cut & paste the response from the requested command here. Be sure to include ALL text in the display. |
| **Display corporate ID (if applicable)** |  | Cut & paste the response from the requested command here. Be sure to include ALL text in the display. |
| **Display direct bill code (if applicable)** |  | Cut & paste the response from the requested command here. Be sure to include ALL text in the display. |
| **Display project code (if applicable)** |  | Cut & paste the response from the requested command here. Be sure to include ALL text in the display. |
| **Display department code (if applicable)** |  | Cut & paste the response from the requested command here. Be sure to include ALL text in the display. |

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| 1. **FREQUENTLY USED ADDRESSES**

**(Only necessary if want your travel agency to book trips)** |
| **Location Name/description** | **Full Street Address** | **City** | **State, Zip and Country** |
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| * **If you have a separate excel document with complete addresses, no need to fill out just attached with response.**
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