SFSR Reservation Worksheet--**SCHOOLS**

Trip DAY/DATE/YEAR: **Depart Time:**

Name of School or Group:

Contact Name:

Initial Contact Date:

Phone Number(s): Work) Home)

Cell) Fax)

Billing Address:

Numbers of Passengers **Total:**		**Adults/Seniors:**	**Children:** :Age 6+ / Age 3-5:
How Paying: Credit Card Purchase Order Cash Check			Under 3:
			Grades/Age Ranges:
Packing lunch? **Yes No**	Round Trip? **Yes No** (No if One-Way)	Purchase order? **Yes** No**	**Tax: Yes / No** Need copy of Non-Taxable Certificate

Special Notes:

Total Amt.	#	@ $	=$	+
Estimate	#	@ $	=$	+
			Total $:	=

Checklist:		
		Put Reservation Manifest in the Book - Date entered:_____
		Send Information Packet (Rules&Regs, etc.) - Date sent :_____
		Manifest copies to Rosalie & Ray - Date delivered: _____
		Deposit Required - Cash or Check Preferred (Can use Credit Card# to Hold)
		Follow Up Call - 1 week a head- Call On:_____

Deposit: Amount Requested: $_____ (suggest 50%) Date Requested By: _____ (need two weeks prior)

Deposit Amount Received: $ Date: Check #:

** **Purchase Order number** (if applicable) _____

Invoiced? Y / N (Attach Invoice) Amount: Date:

Amount Paid on Date of Travel: $_____ Date: _____

**Purchase Order fare received: $_____ Check #: _____ Date: _____

**Final Total of fares received: $_____ Date: _____