



22313 Mack Avenue
 St. Clair Shores, MI 48080
 586-445-8585-ph.
 586-445-6194-fax
<http://www.ctsfares.com>

Cosmopolitan Travel Service

Ticketing Transaction
Fax Cover Sheet

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Agency Name:		Agency Email Address:		
Agent Initiating Transaction:		-And/or-		
Agency Phone Number:		Agency FAX:		
FedEx Standard Delivery	FedEx Next Day	Saturday Delivery	Personal Delivery	US Postal Service

Information Required for Ticket Processing:

<u>Passenger Name</u>		<u>Fares</u>	(Please "X" one below)
<u>PNR Record Locator</u>		<u>Net Fare</u>	<u>Published Fare</u>
<u>GDS System</u>			
<u>Form of Payment Stored in Record:</u> (Indicate Cash/CC/Check/other)		<u>Amount to Charge Per Person</u>	
		<u>Commission Expected</u>	

Agents, Be sure to note that for Credit Card transactions, please type the cardholder's name and address within the Free Form Remarks field in the PNR. Also, please note if the fare is a published fare or not.

Note: Faxes Received By **10:00 a.m.** will be completed by **Noon.**
 Faxes Received By **2:00 p.m.** will be completed by **3:30 p.m.**
 Faxes Received By **5:00 p.m.** will be completed by **6:00 p.m.**

For ticketing to be completed in a timely fashion, we will need at least a two-hour turnaround time for all requests. **Request received after 5:00 p.m. are not guaranteed for same day ticketing.** Agents, keep in mind that incomplete or inaccurate data above will extend the processing time. Please be sure the information supplied is accurate and up-to-date.