

# Consolidator Work Sheet

August 2006

Client account number \_\_\_\_\_ Client Name \_\_\_\_\_

Available points \_\_\_\_\_ Approved by \_\_\_\_\_ Date \_\_\_\_\_

Book a record in SABRE / Record Locator \_\_\_\_\_ Agent \_\_\_\_\_

Call consolidator: (Must have a minimum of 2 quotes)

Lowest Fare From \_\_\_\_\_ Sabre Fare Carrier \_\_\_\_\_

Net \_\_\_\_\_ Net \_\_\_\_\_

Surcharge \_\_\_\_\_ Surcharge \_\_\_\_\_

Taxes \_\_\_\_\_ Taxes \_\_\_\_\_

Delivery \_\_\_\_\_

Total \_\_\_\_\_ Total \_\_\_\_\_

Commission \_\_\_\_\_ Commission \_\_\_\_\_

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Lowest Fare From \_\_\_\_\_ Sabre Fare Carrier \_\_\_\_\_

Net \_\_\_\_\_ Net \_\_\_\_\_

Surcharge \_\_\_\_\_ Surcharge \_\_\_\_\_

Taxes \_\_\_\_\_ Taxes \_\_\_\_\_

Delivery \_\_\_\_\_

Total \_\_\_\_\_ Total \_\_\_\_\_

Commission \_\_\_\_\_ Commission \_\_\_\_\_

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Lowest Fare From \_\_\_\_\_ Sabre Fare Carrier \_\_\_\_\_

Net \_\_\_\_\_ Net \_\_\_\_\_

Surcharge \_\_\_\_\_ Surcharge \_\_\_\_\_

Taxes \_\_\_\_\_ Taxes \_\_\_\_\_

Delivery \_\_\_\_\_

Total \_\_\_\_\_ Total \_\_\_\_\_

Commission \_\_\_\_\_ Commission \_\_\_\_\_

## Consolidator Directions

August 2006

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- 1) Book flights with consolidator with best commission potential. Booked with \_\_\_\_\_.
- 2) Print SABRE itinerary with stored fare
- 3) Bring to Barb for quote for client.  
 Hub's quote \_\_\_\_\_ Ticket consolidator \_\_\_\_\_  
 Est. commission \_\_\_\_\_ Authorized by \_\_\_\_\_
- 4) Call client with quote – in MILES only for NAVY.
- 5) For Navy tickets:
  - a. Fill out a check request to prepay the NET FARE.
  - b. Do a fee MCO on the Navy TP card for the price – Authorized by Barb.
  - c. Take Barb this sheet along with the MCO, fax from the consolidator and invoice.
  - d. DO Not run an accounting line with the ticket number from the consolidator.
- 6) For all others:
  - a. Fill out a check request to prepay the Net Fare.
  - b. Do a fee MCO for amount quoted in SABRE – the original price. Charge to the clients credit card – DO NOT run an accounting line with the ticket consolidators ticket number.
  - c. Take Barb this sheet along with the MCO, fax from the consolidator and invoice.
7. Document the following in the P5H
  - a. Ticket consolidator company name
  - b. Who confirmed your space at the consolidator and the price quoted
  - c. Check Number #, Date sent to Ticket Consolidator
  - d. Net price and the Price quoted to the client, Penalties and if the consolidator is going to send us a Commission check for some reason.
8. When tickets come in, compare dates and prices with information in the SABRE record. Put the ticket number in the P5H.
9. For Hotel reservations and packages - you must start the process with a consolidator worksheet. Your paperwork must include: consolidator worksheet, MCO, Invoice, Check request if we are prepaying the hotel with a check, Fax confirmation, write down how many points are being used, document the record in history with all of this information regarding the reservation and fill out a DHL air bill and envelope if a check is being sent to the hotel.

Prefered companies to use:

Pleasant Holidays – 1-800-742-9244

Travel Impressions (owns Aero Mexico) 1- 800-284-0044 website: [www.travelimpressions.com](http://www.travelimpressions.com)

Travel Bound – 1-800-808-9541

Fun Jet – 1-888-558-6654

Globus – 1-800-221-0090

Altura Tours Agent – 1-800-242-4122

Europe Tours and Canada – [www.europaviajes.net](http://www.europaviajes.net) or [www.alturatours.com](http://www.alturatours.com)

Auto Europe: 800-835-1555 - European travel both coach and business classes.

Airlines used: AA / BA / CO / DL / AC / FI / NW / LX / US / VS and some  
LH & AF for Business Class.

Website: [www.AutoEurope.com](http://www.AutoEurope.com)

Blue Sky Hawaii: 800-678-2787 - Hawaii Only. Airlines used: AQ / AA / NW / HA / UA / CO / DL

C & H Detroit: Micki – 248-784-5304 - Europe / Middle East / Africa / Asia / South  
Pacific / South America / Latin America / Mexico

Airlines used: AA / AC / AI / AR / BR / CA / CI / CO / CP / CX / CM / CZ / DL  
JL / KE / LA / LH / LR / MH / MU / MX / NH / NW / NZ / OZ  
PL / PR / QF / RG / SQ / TG / UA / US / NV / VP / HP / GA

C & H Lax: 800-833-8888 - Europe / Middle East / Africa / Asia / South Pacific  
South America / Latin America / Mexico

Airlines used: AA / AC / AI / AR / BR / CA / CI / CO / CP / CX / CM / CZ / DL  
JL / KE / LA / LH / LR / MH / MU / MX / NH / NW / NZ / OZ  
PL / PR / QF / RG / SQ / TG / UA / US / NV / VP / HP / GA

DER: 800-782-2424 - Rail – can also buy Air (major carriers) / Hotel / Cars  
Europe / Some Asia / Africa / South America / Mexico

Airlines used: AA / UA / LH / CO / US / DL / AZ / BA / AI / SK / OS / NW &  
KLM / AC

Greaves Travel: 800-473-2837 - Any where they fly

Airline used: BA ONLY

Krisbi Travel: Atlanta: 770-939-8889. **Chicago: 773-561-4100.** Detroit: 248-569-  
8668. Houston: 713-781-4920. New York: 212-921-0023.

Address: 2711 W. Peterson Ave. Chicago, IL 60659.

Airlines used: New partner Alitalia. Net Fares to Europe / Middle East / Africa / India.

Website: [www.krisbitravel.com](http://www.krisbitravel.com)

Mill Run: 800-645-5868 - Middle East / Africa / Europe / India / Some South America

Airlines used: major airlines depending upon destination – they have about 50

Website: [www.millrun.com](http://www.millrun.com)

Sky link: 773-463-4667 - Europe / Middle East / Africa / Asia / Orient

Airlines used: AR / AC / CA / AF / AI / NZ / AZ / OS / AV / CI / DL / TA / FI  
KLM / LS / LA / LO / MH / MX / NW / PK / SK / SQ / SA / LX

TAM / US / UA

Solar Tours: 800-388-7652 / 877-810-0359

Latin America / Caribbean – air / land / group. Some European destinations.

Airlines used: US / AA / CO / DL / CM / TA / BW / LX / XL / JJ / RG / JL / UA

Travnet: 312-836-9200 - South East Asia and South Pacific

Airlines used: UA / NW / JL / QF / SQ / TG

Website: [www.travnet.com](http://www.travnet.com)

Travel Professional: 800-761-8107 - Europe / Africa / Middle East / Latin America

Airlines used: UA / LH / SK / OS / US / LX / FI / AI / BD / IB

NW / KLM: no nets- commission ONLY Published Fare

USA Gateway: 800- 485-6828 - S.E. Asia / Africa / Canada / Caribbean / China

Central America / Europe / Hawaii / India / Japan / Middle East

Latin America / Mexico / South America / South Pacific

Airlines used: AA / BA / CO / DL / LH / UA / US

Website: [www.gttglobal.com](http://www.gttglobal.com)