



# PREMIER EXECUTIVE TRAVEL PROFILE

PLEASE TYPE OR PRINT CLEARLY

## (A) Home Information

\*\*Name: \_\_\_\_\_ Title: \_\_\_\_\_

\*\* Home Phone #: (\_\_\_\_\_) - \_\_\_\_\_ \*\*Cell#: (\_\_\_\_\_) - \_\_\_\_\_

\*\* Email Address: \_\_\_\_\_

\*\* Home Street Address: \_\_\_\_\_ Unit/Apt #: \_\_\_\_\_

\*\* Home City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Nearest Major Intersection: \_\_\_\_\_

Residential Development Name: \_\_\_\_\_

\*\* US Mailing Address \_\_\_\_\_  
(If different than above)

## (B) Office Information

Company Name: \_\_\_\_\_ Group Profile Name: \_\_\_\_\_

Company Street Address: \_\_\_\_\_ Suite#: \_\_\_\_\_ Building # \_\_\_\_\_

Company City/Town: \_\_\_\_\_ Street: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone: (\_\_\_\_\_) - \_\_\_\_\_ Ext: \_\_\_\_\_ Business Fax: (\_\_\_\_\_) - \_\_\_\_\_

Admin Contact: \_\_\_\_\_ Email: \_\_\_\_\_  
(If applicable)

Admin. Telephone Number: (\_\_\_\_\_) - \_\_\_\_\_ Ext: \_\_\_\_\_ Cell#: (\_\_\_\_\_) - \_\_\_\_\_

Internal Billing; Cost, Budget, Dept. Code Information Required by Your Company: \_\_\_\_\_

*Note: If you have more than one "Home" or "Office" or local "Hotel" location, please use additional Profile Forms*

**Provide Account Preferences**  
**On Following Page**

**(C) Account Preferences**

**Preferred Method of Instructions upon Airport Arrivals** (Check one):

Always Meet & Greet Service (Additional Fee's Apply)

Curbside Pick-up. We will phone VIATAS upon passenger arrival.

**Vehicle Preference** (Check one):

Private No Preference     Lincoln Town Car Executive L     Lincoln MKT     Mercedes S550

Lincoln Navigator L     Lincoln Stretch Limousine     Specialty Vehicle: \_\_\_\_\_

*(Private No Preference means a Limousine, SUV, Mercedes, or other Specialty Vehicle may be substituted for a Town Car at no additional cost)*

**Water/Soft Drink Preference** (Please let us know what type of water or soft drink you would like in vehicle):

**News Paper Preference** (Check one):

Wall Street Journal     Chicago Tribune     USA Today     New York Times     Washington Post

Other: \_\_\_\_\_

**Special Requests** (Driver requests, snack requests, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payment Credit Card Information If Not A Direct Bill Account:**

(Card Type) \_\_\_\_\_ (Card Number) \_\_\_\_\_ (Exp. Date) \_\_\_\_\_ (CVV or CVC#) \_\_\_\_\_ (Billing Address is A or B above)  
\_\_\_\_\_ A or \_\_\_\_\_ B

**NOTE:** Addresses above (Name, Address & Phone) MUST match Credit Card Billing information EXACTLY as listed in Section(s) (A) Personal Information Section, or (B) Corporate Information above. \*\* CVV or CVC is last 3-4 digits on back of MC-Visa-Discover cards and AMEX is 4 digits on front right of card \*\*

**Send Reservation Confirmations to:**

\*\*E-Mail Address: \_\_\_\_\_

**Send Receipts to:**

\*\*E-Mail Address: \_\_\_\_\_

Upon completion of form, please Fax to 1-630-627-7901 or Email to: [management@viatastrans.com](mailto:management@viatastrans.com)

**(D) Frequent Pickup/Drop Off Locations**  
*(for faster reservations)*

1. Name of Location: \_\_\_\_\_ Type of Location: \_\_\_\_\_

Address: \_\_\_\_\_

Nearest Major Intersection: \_\_\_\_\_

2. Name of Location: \_\_\_\_\_ Type of Location: \_\_\_\_\_

Address: \_\_\_\_\_

Nearest Major Intersection: \_\_\_\_\_

3. Name of Location: \_\_\_\_\_ Type of Location: \_\_\_\_\_

Address: \_\_\_\_\_

Nearest Major Intersection: \_\_\_\_\_

4. Name of Location: \_\_\_\_\_ Type of Location: \_\_\_\_\_

Address: \_\_\_\_\_

Nearest Major Intersection: \_\_\_\_\_

5. Name of Location: \_\_\_\_\_ Type of Location: \_\_\_\_\_

Address: \_\_\_\_\_

Nearest Major Intersection: \_\_\_\_\_

6. Name of Location: \_\_\_\_\_ Type of Location: \_\_\_\_\_

Address: \_\_\_\_\_

Nearest Major Intersection: \_\_\_\_\_

Upon completion of form, please Fax to 1-630-627-7901 or Scan Email to: [management@viatastrans.com](mailto:management@viatastrans.com)