

## OWNER BOOKING FORM

Please note that this JES "OWNER BOOKING FORM" has been designed to help the Owner or Family/Friends in making their arrangements. Always remember to add full arrival and departure flight details. Until you have a copy returned to you with the "JES CONFIRMED" stamped across it, then for one reason or another JES don't know about your arrival, so please make sure!!

**BOOKING FORM Nº:**

### OWNER ACCOMMODATION REQUIREMENTS

Please complete all of the following details in full and tick appropriate boxes to assist us in arranging your accommodation requirements:

Owners name: .....  
 Property ID: ..... Nº in party: .....  
 Arrival date: ...../...../..... Departure date: ...../...../.....  
 Arrival time: .....H..... Departure time: .....H.....  
 Arrival flight in Nº: ..... Departure flight Nº: .....

**NOTE:** If you are arranging your property for friends or family, please complete the section below and indicate whether or not they are to pay for anything (i.e. electricity, water, maid service, laundry, arrival and departure clean):  
 .....  
 .....

In addition, indicate whether or not they have your property key, need to change the lock or key collection instructions:  
 .....

### CAR MANAGEMENT

Please tick appropriate box to indicate your specific requirements for JES Client Services to prepare your private vehicle:

- Car wash (Manual),
- Car pressure wash & vacuum (Automatic),
- Fill owners car with fuel,
- Leave car at property,
- Take car to airport & leave in short stay parking,
- Take car to airport & collect Owner / F&F,
- Drive JES car to airport & collect Owner / F&F,
- Take Owner / F&F in Owners car back to the airport,
- Drive Owner / F&F in JES car back to airport,
- Drive car to property and park for safe keeping,
- Drive car to safe and secure parking off-site,
- Fit car cover to car,
- Take car for Service or Inspection or Repairs:

### FRIENDS & FAMILY CONTACTS (F&F)

Name: .....  
 Address:.....  
 .....  
 .....  
 Tel: ..... Mob: .....  
 Email: .....

### ADDITIONAL REQUIREMENTS

Please refer to **JES Administration & Services Brochure 2010** (i.e. golf buggy, food pack, golf bookings, baby sitting, etc):  
 .....  
 .....  
 .....  
 .....

### CAR HIRE REQUIREMENTS

Company: **BUDGET**  **AUTO JARDIM**   
 Group: ..... Car type: .....  
 From: ...../...../..... To: ...../...../.....  
 Collection at airport?  Delivery to property?   
 Child seat (Age: )?  Additional driver?   
 Non Waiverable Excess?  Green card required?

**NOTE:** Please forward a copy of your up-to-date driving license, as this will help to speed up the process of collecting your rental car. Please remember to keep your driving license (& passport), with you at all times.

### TAXI REQUIRED (ALGARVE T)

<b>ARRIVAL</b>	<b>DEPARTURE</b>
From: .....	From: .....
To: .....	To: .....
Flight Nº: .....	Flight Nº: .....
Time: .....	Time: .....
Number in party: .....	Other: .....

### DECLARATION (OWNER)

Signature: .....  
 Date: ...../...../.....

### PLEASE RETURN TO:

**OW/BFM 23 Novembro 2011**

*Just Excellent Service*