



Home Office CTD Number (ACN): _____

CTD Name: _____

Suite 1 - ARC Sales Summary Reports						
Report Number	Report Name	Number of Copies Requested	Start Date (mm/yy)	End Date (mm/yy)	Report Price	Total
ARC SALES SUMMARY REPORTS by...						
1	ARC Number					
2	Carrier					
3	ARC Number and Carrier					
4	ARC Number for Intl and Dom Comparison					
5	Carrier for Intl and Dom Comparison					
6	ARC Number and Carrier for Intl and Dom Comparison					
Suite 2 - ARC Sales and Performance Reports						
Report Number	Report Name	Number of Copies Requested	Start Date (mm/yy)	End Date (mm/yy)	Report Price	Total
SECTION A - PERFORMANCE REPORTS by...						
1	ARC Number					
2	Carrier					
3	ARC Number and Carrier					
4	ARC Number for Intl and Dom Comparison					
5	Carrier for Intl and Dom Comparison					
6	ARC Number and Carrier for Intl and Dom Comparison					
SECTION B - E-TICKET REPORTS by...						
1	ARC Number					
2	Carrier					
3	ARC Number and Carrier					
4	ARC Number for Intl and Dom Comparison					
5	Carrier for Intl and Dom Comparison					
6	ARC Number and Carrier for Intl and Dom Comparison					
SECTION C - VOID REPORTS by...						
1	ARC Number					
2	Carrier					
3	ARC Number and Carrier					
4	ARC Number for Intl and Dom Comparison					
5	Carrier for Intl and Dom Comparison					
6	ARC Number and Carrier for Intl and Dom Comparison					
SECTION D - REFUND REPORTS by...						
1	ARC Number					
2	Carrier					
3	ARC Number and Carrier					
4	ARC Number for Intl and Dom Comparison					
5	Carrier for Intl and Dom Comparison					
6	ARC Number and Carrier for Intl and Dom Comparison					
SECTION E - TRANSACTION REPORTS by...						
1	ARC Number					
2	Carrier					
3	ARC Number and Carrier					



**ARC Corporate Travel Reports
Appendix A - Order Form**

Suite 3 - ARC Travel - Based Reports						
Report Number	Report Name	Number of Copies Requested	Start Date (mm/yy)	End Date (mm/yy)	Report Price	Total
SECTION A - ARC SALES SUMMARY by...						
1	ARC Number					
2	Carrier					
3	ARC Number and Carrier					
4	ARC Number for Intl and Dom Comparison					
5	Carrier for Intl and Dom Comparison					
6	ARC Number and Carrier for Intl and Dom Comparison					
SECTION B - ARC PERFORMANCE REPORTS by...						
1	ARC Number					
2	Carrier					
3	ARC Number and Carrier					
4	ARC Number for Intl and Dom Comparison					
5	Carrier for Intl and Dom Comparison					
6	ARC Number and Carrier for Intl and Dom Comparison					

GRAND TOTAL

***Custom Reporting is Available - Please Contact ARC directly for assistance at corporeports@arccorp.com



A·R·C

ARC Corporate Travel Reports Appendix A - Order Form

CONTACT INFORMATION

Delivery Address	Billing Address (if different)
Company Name: _____	_____
Recipient Name: _____	_____
Title: _____	_____
Street Address: _____	_____
_____	_____
City, State, Zip _____	_____

PAYMENT INFORMATION - (Please refer to price list for amounts & discounts)

Total Purchase Amount: \$ _____

- Check** (Must be enclosed)
 Credit (Please complete below)

<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express	Card #: _____
<input type="checkbox"/> Visa	<input type="checkbox"/> Diners Club	Exp: _____

Cardholder Signature: _____

Name on Card: _____

(I am authorized to use the credit card account shown above)

AUTHORIZATION

The person executing this Appendix A (CTD Order Form) does hereby personally represent and warrant by his or her signature on behalf of the CTD identified herein that the execution, delivery and performance of this CTD Order Form has been duly authorized by the CTD and by all necessary action and does not conflict with, result in a violation of, or constitute a default under any provision of CTD's articles of incorporation or organization, bylaws or any agreement or other instrument binding up CTD or any law, governmental regulation, court decree or order applicable to CTD, its predecessors, successors or assigns.

The undersigned, on behalf of CTD, understands and agrees that this CTD Order Form (Appendix A) shall, upon execution, be included in and made part of the ARC COMPASS Corporate Report Agreement between ARC and CTD identified above, and this CTD Order Form and any Reports that ARC may provide to CTD pursuant to this CTD Order Form shall be governed by and subject to all of the terms and provisions of said ARC COMPASS Corporate Report Agreement.

Agreed to by: _____
 (Corporate Travel Department Legal Name)

Signature: _____
 Print Name: _____
 Title: _____
 Date Signed: _____

Mail Check/Credit Card Requests to :

ARC
 Attn: Emerging Markets/Reports
 Suite 600
 4100 N. Fairfax Dr.
 Arlington, VA 22203