



Validation Equipment

Ticket Imprinters

In order to validate a manual ticket you need a ticket imprinter, also known as validating machine, which imprints onto the ticket the date of issue, the identification of the issuing agent, and the name of the carrier for which the ticket is issued. When completed and validated with the imprinter, the ticket becomes a valid contract of carriage between the carrier and the customer.

Ticket imprinters are designed to make clear impressions precisely placed in the appropriate boxes on the standard ticket forms. Such impressions provide for input to automated accounting systems and make the ticket compatible with optical character recognition equipment.

Each agency location on the ARC Agency List must purchase at least one imprinter. Agents may use as many imprinters as they need. An extra imprinter is often an asset as a back-up unit in the event the first imprinter needs repair or replacement.

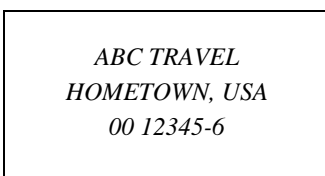
Imprinters are equipped with a continental dater. The date must be adjusted daily. If your validating machine requires a new continental dater please contact the manufacturer directly. These machines are not limited to use with airline identification plates. The beds contain a position in the lower left-hand portion for use of routing plates (which provide for the imprinting of the city names, fare and fare basis codes in the appropriate boxes on the tickets). The use of routing plates is optional and would not be warranted unless you had a heavy pattern of sales between two cities. Routing plates may be obtained from some carriers on a cost basis.

The airline identification plate area of the ticket imprinter may be used to imprint the credit card information on the Universal Credit Card Charge Form.

Agent Identification Plate

An agent identification plate is provided by ARC to each agency location upon its inclusion on the ARC Agency List. Made of metal, it is similar to the airline identification plate but instead contains the agent's name, city and state, and eight-digit agency code number. When not in use, identification plates should be kept in a locked steel container as specified in Attachment B of your ARC Agent Reporting Agreement. Please note that Agent Identification Plates are no longer issued for Satellite Ticket Printer locations.

Example of an Agent Identification Plate:



Airline Identification Plate

An airline identification plate is necessary for use in your imprinter in order to complete the issuance of a ticket for air transportation.

Each participating carrier may, if it so elects, provide you with its identification plate. You should obtain one plate for each imprinter in use unless your second machine is merely a spare. You should be extremely careful in securing and controlling your identification plates. Refer to Attachment B of your ARC Agent Reporting Agreement for the security requirements of all stock and plates.

Should an Airline Identification Plate become worn or damaged, contact the carrier or its local sales representative for a replacement and hand authorization.

Example of an Airline Identification Plate:



Hand Validation

If your imprinter or ARC Agent Identification Plate is broken or stolen, telephone ARC at 703-816-8085 for hand validation authorization for a specified time. It is suggested that a copy of the letter be attached to each ticket to avoid any problems for your customer. If an airline plate is stolen or broken, you must deal directly with that carrier since the ARC hand validation will not cover broken or stolen airline plates.

Ticket Imprinter Vendor

There is one type of manual ticket imprinter available from a private manufacturing company: the Addressograph Bartizan 4760. Specific operating instructions accompany each machine when ordered.

To obtain an imprinter, send your order and a check for the appropriate amount directly to the manufacturer. Please do not phone or write ARC about ticket imprinters or mail orders or checks to ARC as only the manufacturers themselves can answer questions about their products and services.

