

Business travel form

<u>Information about a client</u>				
Company, address				
Contact person				
Contacts (phone number, e-mail)				
Purpose of visit				
<u>Information about persons who visit Ukraine</u>				
Full name		Phone number(s) and e-mail		
<u>Dates Of Arrival And Departure</u>				
		Time	Flight	Airport (railway station, port, bus station)
Arrival				
Departure				
<u>Hotel reservation</u>				
If You have already reserved the hotel, please, fill in the address of the hotel You would stay				
Date of arrival				
Date of departure				
The kind of the hotel (1-5 star)				
Number of rooms:				

For 1 person	
For 2 persons	
For 3 persons	
Desired type of a room (single/ one bed / two bed / twin bed room etc.)	
The city You will depart from (if it is important)	
Other wishes	
<u>Interpreter</u>	
Date(s) and time of appointment(s)	
Subject of appointment(s)	
<u>Transport</u>	
Dates when you will need a car	
If a driver is needed	
Your planned rout	
<u>Informational services</u>	
Getting information	
Information search	
Marketing research	
Subjects you are interested in	
Region of Ukraine	

What kind of information would you like to get before your come to Ukraine?	
What kind of information will you need to get in Ukraine?	
Other services	