

Whl.travel.travel Accommodation Information Form

Summary of Information to Collect:

1. Digital photos of:
 - Introduction (usually of the exterior) (up to 4)
 - Facilities (up to 6)
 - Rooms (at least one of each room type, up to 4 per room type)
 - Host (owners, reception, concierge, something to personalize the property).

The photos should be print quality but do not need to be large in size. You will be creating a sample brochure which the property can get printed. For web purposes we require images to be at least 300x400 pixels and <75kb but we can do the necessary resizing.

2. A list of property services, recreation, languages spoken and facilities
3. A short description of and list of room amenities (including bed type) for room types
4. Text to describe your establishment (20-200 words for each section: Introduction, Facilities, General Room Information, Location, Host)
5. Your booking, children, deposit and cancellation policies.
6. Rack rates on all room types for at least the next twelve months.

Please ensure the contact person listed below is the best person to contact in case more information is required after the initial visit. This should also be the person whom the MPO needs to contact to work out contractual/commission details.

Supplier General Information

(* compulsory field)

Supplier code*: _____ Supplier type*: Hotel Accm. Tour Package Car Rental

Supplier Name*: _____

Res. Email: _____

Res. Name*: _____ Phone _____

Key person name: _____

Key person e-mail: _____ Phone _____

Address: _____

City: _____ State: _____

Country: _____ Fax: _____

Description: _____

Payment forms: Visa JBC Cash Master Card Diners Vina Amex Cheques

Others: _____

Accommodation Setup Information

(* compulsory field)

Accommodation name*: _____.

Star rating: _____.

Category*:

- Hotel:** Rents by the room, single, double, etc. occupancy.
- Self-catering:** Rents by the unit, nightly weekly, monthly rates.

Accm. Type:

- | | | |
|-----------------------------------------|----------------------------------------|-------------------------------------|
| <input type="checkbox"/> Hotel | <input type="checkbox"/> B&B | <input type="checkbox"/> Camping |
| <input type="checkbox"/> Guesthouse | <input type="checkbox"/> Backpacker | <input type="checkbox"/> Bungalow |
| <input type="checkbox"/> Boutique Hotel | <input type="checkbox"/> Dormitory | <input type="checkbox"/> Apartment |
| <input type="checkbox"/> Hostel Lodge | <input type="checkbox"/> Tend Camping | <input type="checkbox"/> Villa |
| <input type="checkbox"/> Motel | <input type="checkbox"/> Boat | <input type="checkbox"/> Guesthouse |
| <input type="checkbox"/> Condo | <input type="checkbox"/> Holiday Homes | |

Other type: _____.

Themes:

- | | | |
|------------------------------------------|-------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Adventure/Sport | <input type="checkbox"/> Backpacker | <input type="checkbox"/> Beach/Coastal |
| <input type="checkbox"/> Beach/Surf | <input type="checkbox"/> Business/Conference | <input type="checkbox"/> Casino/Gaming |
| <input type="checkbox"/> Community Based | <input type="checkbox"/> Cultural | <input type="checkbox"/> Dive |
| <input type="checkbox"/> Extended Stay | <input type="checkbox"/> Family Friendly Resort | <input type="checkbox"/> Function/Event |
| <input type="checkbox"/> Golf | <input type="checkbox"/> Honeymoon | <input type="checkbox"/> Romantic |
| <input type="checkbox"/> Safari/Wildlife | <input type="checkbox"/> Self-cater | <input type="checkbox"/> Urban |
| <input type="checkbox"/> Wellness/Spa | | |

Other themes: _____.

Address*: _____.

City*: _____.

State: _____ Zip Code: _____.

Commission type*:

- Percentage: _____ %
- Cost-Mark-up rate

Deposit Type*:

- No Deposit required
- Upon booking: _____ % or based on number of nights _____.
- After confirmation: _____ % or based on number of nights _____.

Tax*:

- Not required
- Required: _____ %. Apply on Cost value or on Price value

Service charge*:

- Not required
- Required: _____ %. Apply on Price only or on Price + tax



Free Pick-up service:

Yes or No

Hotel area*: _____ **Pickup Location** _____.

Cancellation Penalty: _____

_____.

Weekend Rate:

Yes or No -- Weekend Definition: Mon Tue Wed Thu Fri Sat Sun

Allow children/infants:

Yes or No -- Provide baby cot: Yes No -- Price _____ Cost _____

Accommodation Content

(* compulsory field)

Short Description: _____

_____.

Full Description: _____

_____.

Room General Introduction: _____

_____.

Late Check-out Policy: _____
_____.

Other Disclosures: _____
_____.

Booking notes: _____
_____.



Hosts: _____

Photo gallery introduction: _____

Location description: _____

Getting there: _____

Children Policy: _____

Facilities Description: _____

Languages Spoken:

- Chinese-Cantonese Korean Chinese-Mandarin German
- English Japanese Portuguese Spanish Italian Russian

Other: _____

Has Internet Facility: _____

(i.e "Free wireless connection" or "Paid internet service: 5 USD/hour")



Services:

- | | | |
|----------------------------------------------------------------------|------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Arrival/departure point transfers (charged) | <input type="checkbox"/> Dry cleaning | <input type="checkbox"/> Laundry/Ironing |
| <input type="checkbox"/> Babysitting - free | <input type="checkbox"/> Lifeguards | <input type="checkbox"/> Bungalow |
| <input type="checkbox"/> Babysitting - Paid | <input type="checkbox"/> Orientation Cultural | <input type="checkbox"/> Apartment |
| <input type="checkbox"/> Concierge/Travel booking and Confirmation | <input type="checkbox"/> Orientation Botanical | <input type="checkbox"/> Villa |
| <input type="checkbox"/> Daily Housekeeping | <input type="checkbox"/> Pets Allowed | <input type="checkbox"/> Guesthouse |
| <input type="checkbox"/> Doctor/Nurse on call | <input type="checkbox"/> Room Services | <input type="checkbox"/> Security Guard |
| <input type="checkbox"/> Foreign Currency Exchange | <input type="checkbox"/> Secretarial Services | <input type="checkbox"/> Translation |
| <input type="checkbox"/> Postal/Courier Service | <input type="checkbox"/> Shoeshine Services | <input type="checkbox"/> Car rental arranged |
| <input type="checkbox"/> Shuttle Service Extra charge | <input type="checkbox"/> Turn-down service | <input type="checkbox"/> Visa service |

Other: _____

Facilities:

- | | | |
|--------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Baby Cot/Crib Available | <input type="checkbox"/> Business Centre | <input type="checkbox"/> Fax |
| <input type="checkbox"/> Back-up Power Generator | <input type="checkbox"/> Car Parking | <input type="checkbox"/> First Aid Kit |
| <input type="checkbox"/> Automatic bank teller (ATM) Machine | <input type="checkbox"/> Conference Facilities | <input type="checkbox"/> Fitness Club/Gym |
| <input type="checkbox"/> Banquet/Function Facilities | <input type="checkbox"/> Elevator/Lift | <input type="checkbox"/> Kids Club |
| <input type="checkbox"/> Bar(s) | <input type="checkbox"/> Internet available | <input type="checkbox"/> Meeting Room(s) |
| <input type="checkbox"/> Barber/Beauty Salon | <input type="checkbox"/> Karaoke | <input type="checkbox"/> Safe at reception |
| <input type="checkbox"/> Cafe/Coffee Shop | <input type="checkbox"/> Photocopier | <input type="checkbox"/> Translation |
| <input type="checkbox"/> Disco/Nightclub | <input type="checkbox"/> Reading Room | <input type="checkbox"/> Car rental arranged |
| <input type="checkbox"/> Internet - Wireless | <input type="checkbox"/> Restaurant(s) | <input type="checkbox"/> Visa service |
| <input type="checkbox"/> Swimming Pool - Children's | <input type="checkbox"/> Mobile Phone Reception | <input type="checkbox"/> Tour Desk |
| <input type="checkbox"/> Laundry Service available | <input type="checkbox"/> Souvenir/Gift Shop | <input type="checkbox"/> Wheelchair access |
| <input type="checkbox"/> Newspapers/ Magazines Available | <input type="checkbox"/> Non-Smoking rooms | <input type="checkbox"/> Spa facilities - indoor |
| <input type="checkbox"/> Swimming Pool - Indoor | <input type="checkbox"/> Swimming Pool - Outdoor | <input type="checkbox"/> Spa facilities |

Other: _____

Recreation:

- | | | |
|--------------------------------------------------------------|-------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Jet ski/Boat motorized (chargeable) | <input type="checkbox"/> Board/Leisure Games | <input type="checkbox"/> Aerobics |
| <input type="checkbox"/> Boat non-motorized (complimentary) | <input type="checkbox"/> Boating | <input type="checkbox"/> Billiards |
| <input type="checkbox"/> Bushwalking/Hiking/Trekking | <input type="checkbox"/> Children's Playground | <input type="checkbox"/> Canoeing |
| <input type="checkbox"/> Cultural Arts and Craft activity | <input type="checkbox"/> Cooking Courses | <input type="checkbox"/> Casino |
| <input type="checkbox"/> Cultural Visits/Tours | <input type="checkbox"/> Cultural Entertainment | <input type="checkbox"/> Fishing/Crabbing |
| <input type="checkbox"/> Educational Experiences | <input type="checkbox"/> Cycling | <input type="checkbox"/> Golf course |
| <input type="checkbox"/> Kayaks | <input type="checkbox"/> Horse Riding | <input type="checkbox"/> Hunting |
| <input type="checkbox"/> Mini-Golf | <input type="checkbox"/> Jogging/Walking | <input type="checkbox"/> Sail Boarding |
| <input type="checkbox"/> Petanque (Bocce ball) | <input type="checkbox"/> Massage | <input type="checkbox"/> Sailing |
| <input type="checkbox"/> Tennis | <input type="checkbox"/> Outdoor Giant Chess | <input type="checkbox"/> Scuba Diving |
| <input type="checkbox"/> Surfing | <input type="checkbox"/> Snorkelling | <input type="checkbox"/> Yoga |

Number of rooms: _____

Payment forms: Visa JBC Cash Master Card Diners Vina Amex Cheques

Others: _____

Check-in time: _____ Check-out time: _____

Caring for Destination

What is/are the main area of focus? (What the accm. Provider is supporting the tourism)

Commitment / Implementation:

Room Category - Complete one of these for each room/unit type.

Unit category: _____

Food arrangement: Bed Only Breakfast Half board Full board Self catering

Rate type: Per room or Per person

Number of beds: _____

Amenities:

- | | | |
|-------------------------------------------------------------|----------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Coffee/Tea Making Facilities | <input type="checkbox"/> Alarm Clock/Radio | <input type="checkbox"/> Balcony |
| <input type="checkbox"/> Cooking facilities/ Utensils | <input type="checkbox"/> Air conditioning | <input type="checkbox"/> Bathrobe/Kimono |
| <input type="checkbox"/> Electric hook-up (for Campsites) | <input type="checkbox"/> Cold Water Only | <input type="checkbox"/> Daily Newspaper |
| <input type="checkbox"/> Electric Razor Plug-in | <input type="checkbox"/> Dining Area & Settings | <input type="checkbox"/> Dressing table |
| <input type="checkbox"/> Electricity Adapters | <input type="checkbox"/> DVD Player | <input type="checkbox"/> Fan(s) |
| <input type="checkbox"/> Fireplace | <input type="checkbox"/> Fresh Flowers | <input type="checkbox"/> Fridge |
| <input type="checkbox"/> Hair dryer - in room or on request | <input type="checkbox"/> Hair dryer - in room | <input type="checkbox"/> Potable Tap Water |
| <input type="checkbox"/> Hair dryer - on request | <input type="checkbox"/> In-house movies | <input type="checkbox"/> Room Safe |
| <input type="checkbox"/> Internet - Wireless | <input type="checkbox"/> Internet access in room | <input type="checkbox"/> Smoke detection |
| <input type="checkbox"/> Iron/Ironing Board - in room | <input type="checkbox"/> Mini Bar | <input type="checkbox"/> Table Lamp |
| <input type="checkbox"/> Iron/Ironing Board - on request | <input type="checkbox"/> Mosquito Coils | <input type="checkbox"/> Toiletries |
| <input type="checkbox"/> Living Room/Sitting Area | <input type="checkbox"/> Mosquito Nets | <input type="checkbox"/> Spa facilities - indoor |
| <input type="checkbox"/> Mineral/ Bottled Water Available | <input type="checkbox"/> Play Station | <input type="checkbox"/> Spa facilities |
| <input type="checkbox"/> Terrace/Patio (Ground floor) | <input type="checkbox"/> Telephone - (IDD) | <input type="checkbox"/> Sofa/Lounge Chairs |
| <input type="checkbox"/> TV - Cable/ Satellite | <input type="checkbox"/> TV - Local only | <input type="checkbox"/> Umbrella |
| <input type="checkbox"/> Voicemail | <input type="checkbox"/> Wardrobe | <input type="checkbox"/> Welcome Drink |
| <input type="checkbox"/> Welcome Fruit basket | <input type="checkbox"/> Work/Writing Desk | <input type="checkbox"/> Shared Bathroom |
| <input type="checkbox"/> Bathroom-Private: Shower only | <input type="checkbox"/> Bathroom-Private: Bathtub | |

Notes: _____
