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Property Data Loading Form

Save this to your computer as you go!

This document is intended to acquire all of the needed information to load your property.

Please review the instructions on page 7, and policies on page 6.

Please return ASAP by Fax or E-mail to begin taking reservations!

Property Name:

Address:

City:

State:

Zip Code:

Phone #:

Hotel Mgr/Contact Name:

Toll Free Phone #:

Fax #:

Email:

Hotel Website:

Reservation email:

Billing eMail:

Do you want eReservation Group to run a booking engine from your website?

Number of Rooms?

Floors?

Nearest Airport (Code):

Owner's Name:

EIN#(if applicable):

Accepted Forms of Payment:

Visa

Mastercard

American Express

Discover

Diners Club

I will email photos to eReservation Group with this form

Detailed instructions for this form can be found on Page 7.

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Property Amenities and Services

- | | | |
|-----------------------|------------------------|------------------------|
| Non-Smoking Property | Coffee Shop | Guest Laundry Facility |
| Activity Center | Conference Facilities* | Laundry/Dry Cleaning |
| Air Cond. Public Area | Crib \$ | Lounge/Bar* |
| Airport Shuttle | Elevator(s) | Massage |
| Baggage Storage | Fax Service | No Children Allowed |
| Baggage Handling | Fitness Center | Playground |
| Ballroom | Free Parking | Restaurant* |
| Banquet Facility | Game Room | Room Service |
| BBQ Grills | Gift Shop | Spa* |
| Beauty Salon | Hot Tub | 24 hr Front Desk |
| Casino | Housekeeping | Sauna |
| Catering Service | Ice Machine | Wake Up Calls |
| Coffee in Lobby | Jacuzzi | Wireless Internet |

Other amenities:

Housekeeping	Daily	Weekly	Charges?	\$
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Pool	Indoor	Heated	Outdoor	Heated	Common Jacuzzi
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Check-in Time:

Checkout Time:

Extra Adult\$ no rollaway:

Extra Child Charge no rollaway:

Maximum age for child rate:

Under _____ years old stay free

Deposit Policy:

YOU MUST COLLECT AT LEAST 1 NIGHT STAY AS DEPOSIT AT TIME OF BOOKING

Full Cancellation Policy:

No Show Policy:

Pets Allowed: Fee: Policy:

Taxes and Fees (Give % or \$) 1: 2:

Ratings (AAA Diamond or Similar):

Breakfast Additional Charge:

Included in Rates Continental Buffet Full Hot

Year Built: Year Renovated:

Property Description:

Area Events/Attractions/Landmarks:

Include Children's Attractions! :

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Room Features and Amenities

Air Conditioning	Free Wireless Internet	Movies Pay Per View
Alarm Clock	Hairdryer	Refrigerator
Balcony/Lanai/Terrace	Jacuzzi	Roll-Away Beds \$
Cable TV	Iron/Ironing Board	Safe in Room
Coffee Maker	Kitchen	Telephone
Cookware	Microwave	Temperature Control
Fire Alarm	Mini Bar	VCR/DVD
Fireplace	Movie Channels	Wakeup Service
Other amenities:		

Room Types with Descriptions

Room Type 1

Room Type 2

Room Type 3

Room Type 4

Room Type 5

Room Type 6

Rate Section Follows. Most hotels list their rates based on double occupancy, if your property is different please let us know!

For best results we should have 1 year of rates loaded at all times.

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Room Type Name	How Many Smoking Rooms	How Many Non-Smoking	Type of Beds	Number of Beds	Roll Away OK? \$	# of Guests (no rollaway)	Air Conditioning	Kitchen	Refrigerator	Coffee/Tea Maker	Microwave	Cable Television	View	Jacuzzi/Jetted Tub	Hairdryer	Iron/Ironing Board	1 st Season
	Start Date																
	End Date																
	Weekday Rate																
	Weekend Rate																

Minimum Stay?

Discounts: AAA/AARP/Military Weekly/Monthly

Discounts greatly boost sales but directly impact net income. Give % or \$ per night. Minimum stay restrictions can reduce your costs but any restrictions can prevent bookings. Fewer minimum stay restrictions = More reservations.

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2 nd Season	3 rd Season	4 th Season	5 th Season
Start Date	Start Date	Start Date	Start Date

End Date	End Date	End Date	End Date
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Room Type Name	Weekday Rate	Weekend Rate	Weekday Rate	Weekend Rate	Weekday Rate	Weekend Rate	Weekday Rate	Weekend Rate
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Minimum Stay?
Weekly or monthly rates?
AAA, AARP, Military or other give\$ or %

Save this to your computer as you go!



Holiday/Event/Date	Holiday/Event/Date	Holiday/Event/Date
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Room Type	Weekday Rate	Weekend Rate	Weekday Rate	Weekend Rate	Weekday Rate	Weekend Rate
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Holiday Minimum Stay Requirements

#of Nights		#of Nights	
MLK Day		Columbus Day	
Valentine's Day		Thanksgiving	
Easter		Christmas	
Memorial Day		New Year's Day	
July 4		Other Holidays	
Labor Day		Other Holiday	

eReservation Group Policies: There is no term of this agreement and service may be terminated at any time by either party, at which time account must be paid in full. Hotel is responsible for maintaining inventory and for providing and verifying correct rates and minimum stay requirements. Guest contact info is not available on all reservations. Hotel is responsible for all reservations made. Hotel must collect a deposit from the guest at time of booking. Reservation notification by email and fax. Cancellations: No charge for cancellations made through the system. Other cancellations must be reported to eReservation Group immediately to receive credit. Upon cancellation room is returned to active inventory unless removed by hotel. Full cancel policy and procedures available at <http://www.noemptyrooms.com/cancellations> Rates: eReservation Group connectivity fee is 10%. Travel agent commission 10% collected by eReservation Group. \$8.50 pass-thru fee paid by guest. Billing conducted via email. Net upon receipt, late after 30 days. Bills over 30 days due subject to 5% late penalty monthly and no adjustments will be made.

I have read and agree to these policies **Hotel Representative full name:**

I want to automatically make payments with my credit card

Card #: Exp Date: V MC AMX DS

Save this to your computer as you go!

Data Sheet Instructions

If you are filling this form out on your computer, be sure to save it as you go! When complete, attach and E-mail to admin@eReservationGroup.com. This form is just a guide for what is needed. If you have some or all of this information listed on a website, on flyers, brochures or internal documents, please submit them along with this form. We can take this info from you in whatever format is easiest and fastest for you! You can fill out this form using Adobe Reader or print and complete by hand. Any additional information may be submitted on plain paper, additional copies of these pages, or by email. Any other features, such as a bar or restaurant should be detailed on separate pages. If your information is simpler, it is not necessary to fill in each box. Example: Travel Inn Charges \$15 more on weekends than on weekdays year round.

Example: Travel Inn charges \$10 more per room on holidays.

* Please include restaurant, conference facilities and spa information on separate document by email/fax.

A **Room Type** is any group of rooms which have the same price, features, and number of beds.

Example: Travel Inn has 6 Family suites with 2 queen beds and 1 sofa sleeper each.

A **Rate Season** is any period when the rates are the same.

A **Minimum Stay** is any time a guest must stay more than one night.

Example: Travel Inn requires 2 nights on their family suites for weekends in summer.

Bed Type Codes: K=King Q=Queen D=Double (Full) T=Twin F=Futon SS=Sofa Sleeper

Return ASAP by Fax or E-mail to admin@eReservationGroup.com to begin making reservations!

We also need images: 300 pixels+ across. Please email them asap or direct to your website!

1. **Pay promptly.** Travel sites give your hotel a confidence rating based on prompt payment and successful reservations.
2. **Keep inventory accurate.** The hotel is responsible for maintaining correct inventory.
3. **Take deposit promptly.** A deposit must be taken at time of booking to ensure valid credit card number and protect the hotel. **MAKE SURE YOU GET PAID BY TAKING A DEPOSIT.**
4. **Keep competitive rates.** Look at other hotels online to ensure your rates are competitive
5. **Try to get reviews.** If you can encourage guests to review your hotel it always helps.
6. **Discounts.** Discounts/special offers/putting rooms on sale is always helpful.
7. **Call us if you have questions!** If you want to know how to get more out of the system just let us know!
8. **Good Pictures. VERY IMPORTANT.** Better pictures = more reservations = more \$.

Please submit your pictures by email ASAP!

STOP!

Before faxing or emailing please review policies on Page 6 and confirm by filling in hotel representative name at the bottom of Page 6.

Congratulations on entering a network of over 750,000 travel agents and thousands of websites!

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