



15 Hargrove Lane Unit 6F  
Palm Coast, FL 32137  
(386) 597-2985 Fax (386) 597-2986

## Property Data Loading Form

This document is intended to acquire all of the needed information to load a property into the system. Please fill out the following pages and return ASAP by fax or email to [admin@onlinegdsreservations.com](mailto:admin@onlinegdsreservations.com) to begin taking reservations! Please keep in mind that data cannot be saved to this document.

Property Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Toll Free Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Hotel Website: \_\_\_\_\_

Email: \_\_\_\_\_

Reservation email: \_\_\_\_\_

Billing Email: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Hotel Manager/Contact Name: \_\_\_\_\_

I would like to sign up to automatically make my monthly payment with my credit card:

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CW# \_\_\_\_\_

Number of Rooms? \_\_\_\_\_ Floors? \_\_\_\_\_ Nearest Airport (Code): \_\_\_\_\_

Year Built: \_\_\_\_\_ Year Renovated: \_\_\_\_\_

Ratings (AAA Diamond or Similar): \_\_\_\_\_

Check-in Time: \_\_\_\_\_ Checkout Time: \_\_\_\_\_

Is your front desk available for check in 24hrs a day?  Yes  No

If not, what time does it open and close? \_\_\_\_\_

Is your property seasonal?  Yes  No

If so, what months is it closed? \_\_\_\_\_

In what currency are your rates? Default is US Dollars \_\_\_\_\_

Taxes and Fees (sales tax, occupancy tax, etc. Please give percentages.)

1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_

Accepted Forms of Payment:

Visa  MasterCard  American Express  Discover

Extra Adult Charge: \_\_\_\_\_ Extra Child Charge: \_\_\_\_\_

Maximum age for child rate: \_\_\_\_\_ Under \_\_\_\_\_ years old stay free

Full Cancellation Policy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No Show Policy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deposit Policy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Online Reservation Specialists requires collecting at least 1 night stay deposit at time of booking, we recommend collecting entire stay at time of booking. Guest CVV Credit Card code is not provided)*

Pets Allowed:  Yes  No Fee: \_\_\_\_\_ Up to Size or Number: \_\_\_\_\_

Pet Policy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Good Pictures are VERY IMPORTANT. Better Pictures = more reservations = more \$.  
 Please submit your properties pictures by email ASAP.  
 I will email photos with this form.

Property Description:

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Area Attractions/ Landmarks with distance:

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#### Amenities and Services

- |  |  |
|--|--|
| <input type="checkbox"/> 24 hr Front Desk            | <input type="checkbox"/> Game Room           |
| <input type="checkbox"/> Activity Center             | <input type="checkbox"/> Gift Shop           |
| <input type="checkbox"/> Air Conditioned Public Area | <input type="checkbox"/> Handicap Accessible |
| <input type="checkbox"/> Airport Shuttle             | <input type="checkbox"/> Ice Machine         |
| <input type="checkbox"/> Ballroom                    | <input type="checkbox"/> Jacuzzi             |
| <input type="checkbox"/> Banquet Facility            | <input type="checkbox"/> Laundry Service     |
| <input type="checkbox"/> Bar                         | <input type="checkbox"/> Lounge              |
| <input type="checkbox"/> Casino                      | <input type="checkbox"/> Massage             |
| <input type="checkbox"/> Catering Service            | <input type="checkbox"/> Playground          |
| <input type="checkbox"/> Conference Facilities       | <input type="checkbox"/> Restaurant          |
| <input type="checkbox"/> Dry Cleaning                | <input type="checkbox"/> Room Service        |
| <input type="checkbox"/> Elevator (s)                | <input type="checkbox"/> Sauna               |
| <input type="checkbox"/> Fax Service                 | <input type="checkbox"/> Wakeup Service      |
| <input type="checkbox"/> Fitness Center              | <input type="checkbox"/> Wireless Internet   |

#### Room Features and Amenities

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Air Conditioning       | <input type="checkbox"/> Hair Dryer      | <input type="checkbox"/> Mini Bar            |
| <input type="checkbox"/> Alarm Clock            | <input type="checkbox"/> Handicap Access | <input type="checkbox"/> Refrigerator        |
| <input type="checkbox"/> Cable TV               | <input type="checkbox"/> Jacuzzi         | <input type="checkbox"/> Safe In Room        |
| <input type="checkbox"/> Cookware               | <input type="checkbox"/> In Room Movies  | <input type="checkbox"/> Telephone           |
| <input type="checkbox"/> Fire Alarm             | <input type="checkbox"/> Iron/Iron Board | <input type="checkbox"/> Temperature Control |
| <input type="checkbox"/> Fireplace              | <input type="checkbox"/> Kitchen         | <input type="checkbox"/> VCR/DVD             |
| <input type="checkbox"/> Free Wireless Internet | <input type="checkbox"/> Microwave       | <input type="checkbox"/> Wakeup Service      |

Additional Amenities:

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Does your Property have a Pool? Yes No

If yes, Indoor Outdoor Heated Common Jacuzzi

Housekeeping: Daily Weekly Charges? \_\_\_\_\_

Is Breakfast Included in Rates? Yes No

Type of Breakfast included:

Continental Buffet Full Hot Breakfast

### Room Types with Descriptions

Room Type 1	
Room Type 2	
Room Type 3	
Room Type 4	
Room Type 5	
Room Type 6	

Room Type	Room Type Name	How many total rooms of this type?	How many rooms of this type are Non-Smoking?	How Many rooms of this type are Smoking?	Type of beds (ex: K, Q D, T, Pull Out)	Number of Beds	Roll Away Bed available? Yes or No	Max # of Guests (without rollaway)	In Room Kitchen	In Room Refrigerator	In Room Coffee/Tea Maker	In room Microwave	1st Season		2nd Season		3rd Season		4th Season	
													Weekday Rate	Weekend Rate	Weekday Rate	Weekend Rate	Weekday Rate	Weekend Rate	Weekday Rate	Weekend Rate
Type 1																				
Type 2																				
Type 3																				
Type 4																				
Type 5																				
Type 6																				

Discounts often greatly boost sales but directly impact your net income per room.  
 Do you offer a discount? (EX. AAA/AARP/Military)  YES  NO  
 If so, please give % of discount or price per night for discount.

Do you offer weekly or monthly rates?  YES  NO

Rates: ORS connectivity fee 10%. Travel agent 10% (collected by hotel and paid through ORS). \$8.50 GDS pass-thru fee collected by hotel and paid through ORS(added to guests taxes and fees)

In a standard setup the ORS connectivity fees are added into the rates so the hotel nets 90% of current rates (Internet Rates= Current Rates+ORS Connectivity Fees) Do you want us to add this 10% to the above listed rates?  YES  No

		<b>Holiday</b>		<b>Holiday</b>		<b>Holiday</b>		<b>Holiday</b>		<b>Holiday</b>	
		Minimum Stay?		Minimum Stay?		Minimum Stay?		Minimum Stay?		Minimum Stay?	
Room Type	Room Type Name	Weekday Rate	Weekend Rate	Weekday Rate	Weekend Rate	Weekday Rate	Weekend Rate	Weekday Rate	Weekend Rate	Weekday Rate	Weekend Rate
Type 1											
Type 2											
Type 3											
Type 4											
Type 5											
Type 6											

**Holiday  
Minimum Stay Requirements**

- # of Nights
- MLK Day
  - Valentine's Day
  - Easter
  - Memorial Day
  - July 4th
  - Labor Day

- # of Nights
- Columbus Day
  - Thanksgiving Day
  - Christmas Day
  - New Year's Day
  - Other Holiday
  - Other Holiday


## Terms of Agreement

1. This reservations agreement ("Agreement") is made between Online Reservation Specialists, Inc. (herein after referred to as "We," Us, ORS and Online Reservation Specialists ) and (herein after referred to as affiliate") having its physical hotel (the hotel,") name and address at:

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2. We will provide exclusive representation for the Affiliate in Sabre, Travelport, Galileo, Worldspan and Amadeus Global Distribution Systems (collectively the "GDS"), as well as ODD Internet sites. We reserve the right to establish links with other Internet sites in addition to discontinue links with Internet sites. We will deliver to the Affiliate any reservations, modifications and/or cancellations that are generated by the CRS via email.
3. Additional Terms and Conditions of this agreement are set forth in Exhibit A. It will be the responsibility of the affiliate to maintain current room rates and inventory in the CRS. Rate and inventory update requests submitted to ORS will be processed within 2 business days. ORS is not responsible for differences in rates and inventory during the 2 business day processing time. All rates must be updated at least 6 months in advance.
4. ORS will invoice the affiliate monthly for all reservations based on the departure date of the guest. All invoices from Online Reservation Specialists are due upon receipt. If payment is not received within 30 days of receipt, ORS reserves the right to discontinue reservation services to the affiliate without notice. Once service has been disconnected a \$50.00 reconnection fee will be required in addition to the balance being paid in full. Continued late payments will result in a deposit required. Additionally, if payment is not received within 30 days, affiliate forfeits any and all rights to adjust fees for declined guest credit card. All cancellations and modifications must be initiated through booking source and notification must be sent through the CRS.
5. ORS reserves the right to pass through any increases in GDS transaction fee costs to the affiliate with a written notice provided to the affiliate 30 days prior to the date of increase. Affiliate to provide reasonably clean, functional rooms and amenities as described in CRS. The cost of travel agent commissions is the sole responsibility of the affiliate. It is the affiliate's sole responsibility to provide ORS in writing with current and accurate information regarding cancellation policies, minimum stay requirements, rates, availability, amenities, location, or any other information that may reflect the current positioning of the hotel. Should the affiliate fail to provide ORS with such information, We will not be held responsible for any liability or other expense arising from such action, and the affiliate will indemnify ORS for any liability or expense incurred (including attorney's fees and expenses)resulting there from.

## Terms of Agreement

6. In the event a guest needs to cancel or modify a reservation, they must do so through their booking source. Should the guest cancel directly with affiliate or fails to check-in, all commissions and fees are due to ORS. Should the guest properly cancel/modify their reservation through their booking source, the CRS will receive a cancellation/modification notification via email/fax. In this case, the affiliate will not be charged any commissions but the GSD fee will be charged. Due to confidentiality reasons between the travel sites and guests, contact information may not always be provided by the travel/internet sites.
7. Each party must give at least ninety (90) days notice, in writing, to terminate the contract.
8. Affiliate shall remain liable for all amounts due to us pursuant to this Agreement notwithstanding the termination of this Agreement. Online Reservation Specialists will provide Affiliate with a final invoice including all future reservations payable to us upon receipt of invoice.
9. In the event the affiliate violates any of the terms of this Agreement, We may (1) immediately suspend representation of the affiliate in the CRS upon written notice to affiliate until such violation is cured and (2) terminate this Agreement upon thirty (30) days written notice to affiliate. Violation can include, without limitation; failure to honor at the hotel a reservation confirmed by the CRS in accordance with this Agreement (a "Confirmed Reservation"), nonpayment of travel agent commissions as well as not adhering to the requirements stated in paragraph 8 and 12. Affiliate may terminate this Agreement upon thirty (30) days written notice to Online Reservation Specialists in the event of a breach by us as the terms of this Agreement or a failure by ORS to perform timely and accurate services to affiliate hereunder. In each case, this Agreement will not be terminated if the cause for breach by either party is corrected within the thirty (30) day written notice period. Upon any termination or cancellation of the Agreement, the parties hereto agree to perform their respective obligations hereunder through and until the effective date of termination or suspension. In any case, Affiliate agrees to pay ORS all fees due under this Agreement.
10. Affiliate will indemnify and hold ORS, including without limitation their respective officers, directors, shareholders, partners, employees, and agents (collectively the "ORS Group") harmless from any liability that may be incurred in connection with us taking reservations for affiliate and the Hotel. The affiliate agrees to honor, or cause to be honored, all reservations confirmed to ORS based upon the information the affiliate has supplied to us. Should any reservations taken by Online Reservation Specialists be dishonored at the Hotel, any and all liability will be the responsibility of the Affiliate and Affiliate shall indemnify and hold the We Group harmless from any and all such liability. In the event the affiliate is unable to honor at the hotel a confirmed reservation, the affiliate accepts full responsibility for obtaining and agrees that it will obtain comparable alternative accommodations for such guest. Room rate differences



**Terms of Agreement**

and additional transportation costs incurred by such guest are the responsibility of the affiliate and/or the affiliate's hotel.

- 11. All transactions under this Agreement are payable in U.S. funds to Online Reservation Specialists office in Florida. All amounts over thirty (30) days past due shall be subject 5% penalty per month from due date until paid or the maximum rate allowed by applicable law. Any fees we incur in the collecting of past due amounts including attorney fees, expenses and court costs shall be the responsibility of the affiliate. A copy of the authorized signers drivers license along with a current utility bill will be required for credit verification upon set up.
  
- 12. All terms and conditions of this Agreement are to be kept confidential and disclosing any of the information contained herein may be cause for immediate termination of this Agreement by Online Reservation Specialists. Third Party Vendor fees - Any increase in third party vendor fees (Sabre, Galileo, Worldspan, Amadeus and Pegasus) charged to ORS as a direct result of its delivery of the services may be passed through to the affiliate following the increase.
  
- 13. Annual increase - Upon each anniversary of the effective date, any fees charged pursuant to this Agreement or any addendum or amendment to this Agreement (other than one-time and third-party vendor fees and costs) may be increased by Online Reservation Specialists by a percentage not to exceed 10 percent.
  
- 14. All notices, requests, demands and other communications provided for in this Agreement shall be in writing and shall be deemed to have been given or made on the date of delivery, in the case of hand delivery, or one (1) business day after deposit in the United States Mail, certified or registered mail, postage prepaid, or upon receipt if transmitted by facsimile or any other means, addressed (in any case) As follows:  
If to Online Reservation Specialists, address to: 15 Hargrove Lane Unit 6F Palm Coast, FL 32137  
If to affiliate, address to:

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**Terms of Agreement**

15. This Agreement shall be deemed to have been executed in the county of Flagler, State of Florida and shall be construed, enforced, governed, and controlled under the laws of the State of Florida.

16. The individual signing this Agreement certifies that he/she is authorized to execute this Agreement. The original or facsimile copy of this document, signed by the Affiliate and received by and signed by Online Reservation Specialists, Inc., will serve as the original Agreement. This Agreement is executed and dated:

**AFFILIATE:**

**Online Reservation Specialists:**

Authorized Signature: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Legal Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Drivers License # \_\_\_\_\_

Date: \_\_\_\_\_

Owner/ Registered Agents Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Tax ID# (i.e. SS#, EIN#, BN#): \_\_\_\_\_

Exhibit A:

**Services**

(Please check the appropriate boxes)

- GDS/IDS one time Setup Fee: ~~\$500.00~~ Free Setup  
Monthly Fee: ~~\$50.00~~ No Monthly Fee  
Connectivity Fee to ORS: 10% per booking billed monthly (May be offset in rates)  
GDS Fee: \$8.50 per booking billed monthly (May be offset in rates)  
Travel Agent/Travel site fee: 10% per booking billed monthly
- Booking Engine (Website and Mobile): ~~\$200.00~~ Free Setup and 10% per booking billed monthly
- PMS Interface: ~~\$300.00~~ Free Setup and \$20.00 monthly maintenance fee
- Website Design: \$400.00 Setup Fee and \$ 20.00 monthly maintenance fee