



Dear Travel Partner,

The ARC policy currently in effect, which requires tickets to be voided within 24-hours of issuance, so it is critical that you contact us with your void request within the one-day time limit. For your convenience, you may print this form, enter your information and fax to Premier Gateway at 503-294-2199. **We must receive this form by 4:00 p.m. Pacific Time on the day following your ticket issuance or your void request will be denied.**

We hope you understand the limitations we face with the new ARC policy, and will make every effort to expedite your void request.

VOID TICKET REQUEST FORM

Agency _____ Agent Name _____

ARC Number _____ Phone _____

Agent email _____ FAX _____

PNR # _____

<u>Passenger Names</u>	<u>Ticket Numbers (if known)</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please resubmit payment if the ticket(s) must be reissued

Please CANCEL this PNR YES NO

Important: This request must be received by 4:00 pm the day after ticket issuance. (Friday tickets must be received by 4:00 pm on Monday)

Fax to 503-294-2199

For Premier Gateway use:

Thank You! We have received your request to void tickets and will process it immediately. Confirmation code _____