



*your business travel partner*



*a calm and simple approach to*



• *Business Travel*

• *Global Support*

• *On-line  
booking facility*

*www.etontravel.com*

• *Conference,  
Incentives  
& Specialist Sales*

• *Eton VIP -  
Corporate Leisure*

# *business travel*



*At Eton Travel* we know that when deciding on your company's travel arrangements, the process can become unnecessarily complicated. For over 30 years we have strived and succeeded in making the booking procedure simpler and yet tailored to meet your individual needs. We realise the importance of getting it right and our team of experienced staff offer expert knowledge and advice, ensuring that a courteous service is always delivered with efficiency, consistency and accuracy whilst remaining cost effective.

No two companies operate in exactly the same way and at Eton Travel we recognise the importance of working side by side with you. Together we can implement travel policies that realise your needs, thereby improving awareness within a rapidly changing industry.

As one of the leading independent travel agencies in the Thames Valley, Eton Travel is proud of its reputation and rightly so. Wherever your business takes you, depend on us to get you there with the minimum of fuss.





## *Global Support*

Through our alliance with American Express we can offer a global solution to all your travel requirements. With more than 1,700 travel and foreign exchange service locations available to our clients, the American Express global network offers unrivalled scope, presence, experience and first class service the world over. Furthermore this alliance enables Eton Travel to provide Management Information (MI) on a global scale.

## *Select Hotel Programme*

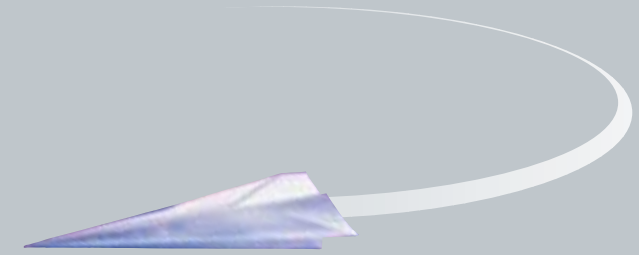
Eton Travel has instant access to one of the most comprehensive hotel programmes within the travel industry. The buying power of the American Express Worldwide Select Hotel Programme allows us to offer a wide range of properties at specially negotiated and discounted rates.

# *global solutions that bring*



**Travel  
Services**

# *businesses closer together*



## *Out of Hours Service*

We recognise that fast, efficient and courteous service is of paramount importance to the traveller. Together with our 'Out of Hours' service, we can provide assistance 24 hours a day, 7 days a week, 365 days of the year in accordance with your corporate travel policy.

The 24 hour service can help you change or cancel existing airline, hotel and car bookings, make new reservations (where authorised), arrange for tickets on departure when it is necessary and assist with all travel related enquiries.



## *Quality Control*

We believe quality control is fundamental to providing excellent service. Our team of account managers can assist you in developing a well defined travel policy specific to your company's needs, outlining permitted fares, hotel and room guidelines, car rental agreements and preferred suppliers. This information is then entered into our database together with the individual traveller profiles, enabling our travel consultants to provide a personalised service, whilst consistently sourcing the lowest fares and rates within your company policy. We effectively monitor the reservation process ensuring accuracy and policy compliance for every reservation we make on your behalf.



## *Technology*

In an ever-changing industry, Eton Travel continues to invest a great deal of time and money in the implementation of the very latest technology. In recent years we have ensured our internal and client access software is both efficient and secure. All our staff have instant access to Galileo, our computer reservation system, an exclusive consolidated airfare base and the internet. Please visit our website at [www.etontravel.com](http://www.etontravel.com), where we have introduced a secure on-line booking facility and many other useful links.



## *Account Management*

Every customer will have an account manager to help build a successful partnership. Your account manager will keep you fully informed of any industry change, travel alert and supplier promotion which is appropriate to you. They will also be proactive in looking for potential deals through supplier relationships and introduce you to schemes which could offer your company a benefit.



## *Management Information Reporting*

Meaningful management information is a critical component of an effective travel management programme. Eton Travel provides travel management reports, which present a clear breakdown and reconciliation of your travel spend. We can supply monthly cost saving and spend reports and in addition, ad-hoc reports detailing supplier, destination, class and traveller information. Examples of this can be seen on our website ([www.etontravel.com](http://www.etontravel.com)) under the title of Management Information.





# Conference & Incentive Specialists

## Conference, Incentive & Specialist Sales

- *Competitive Airfares for Groups and Individual Travellers*
- *Accommodation suited to meet your specific requirements and budget*
- *Worldwide Conference booking facility*
- *Tailor-made Incentive Programmes*
- *Event Account Management Service*
- *Venue Finding Service*
- *Management Reporting*
- *Experienced & Knowledgeable team of Account Managers*



The Conference and Incentive division of Eton Travel has been in operation for over 10 years. This highly specialist department was created to source venues and manage conferences, incentives, trade shows and group flights for our blue chip corporate clients.

The Specialist Sales division has been in operation for 5 years. A unique department which has been established to provide group and individual travel, exclusively to conference and incentive companies

We fully understand that your needs of our industry are constantly changing and that it is imperative that we remain flexible and able to develop as market forces dictate. We are actively involved in the organising of conferences, incentives and group air travel, not only to single locations, but also for pan-european and worldwide events. Our aim is always to ensure that we offer the most competitive proposals available which are tailored to meet your individual requirements.



# *Eton VIP - leisure time for the corporate traveller*



## *Leisure*

Eton VIP has been set up exclusively with our corporate clients in mind. We have a dedicated team of specialist travel consultants who are eager to assist you with your individual leisure travel requirements. VIP's experienced and knowledgeable staff can offer outstanding value on a wide selection of package and tailor-made holidays to vacation destinations. The VIP programme allows you and your employees a substantial benefit at no additional cost to the company, whilst at the same time receiving the same high levels of personal service you enjoy when arranging your corporate travel.

Eton VIP specialises in holiday planning for the individual. In addition to vast personal experience, our team of VIP travel consultants have access to an extensive range of reference sources to help each traveller when arranging a memorable getaway. By building a personal profile detailing our corporate leisure travellers' likes and dislikes, we are able to target specific offers of particular interest to that individual.

Booking your leisure travel through Eton VIP, you will enjoy the following benefits:

- *Discount* - An exclusive discount on all brochured holidays.
- *Quality Suppliers* - Eton Travel is a member of the 900 strong Advantage Consortium, offering a choice of products and services from over 700 tour operators. This ensures that long term supplier relationships have been established to guarantee reliability, professional service and value for money to every possible destination in the world.
- *Worldwide Customer Care* - Whilst travelling, our clients' employees will have access to the American Express worldwide network of more than 1,700 offices in more than 130 countries.
- *Leisure Group Travel* - Working with our conference, incentive and events department, Eton VIP can manage event planning services for both large and small groups of employees.
- *Dedicated e-mail* - [VIP@eton-travel.co.uk](mailto:VIP@eton-travel.co.uk)
- *Dedicated telephone number* - 01753 801235





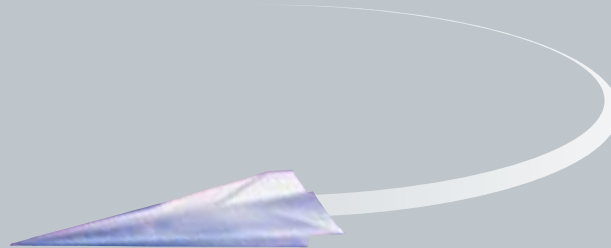
*“Modern technology supported by traditional courtesy and service, our independent status ensures client satisfaction”*

- On-line Booking at [www.etontravel.com](http://www.etontravel.com) - air, hotel, car hire, ferry, rail, airport parking, low cost airlines, courier service, travel insurance, foreign exchange, management information.



*Music and Entertainment Travel Services* - our dedicated department dealing with the film and music industry.

- Independently owned and operated by Eton Travel.



Eton Travel is the trading name of Eton Travel Agency Limited with branch offices at:

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Travel  
Services

