



PERSONALIZED SERVICES INTERNATIONAL, LLC
Travel Agency Division

Travel Agency/Agent Application

SECTION 1: TRAVEL AGENT/AGENCY INFORMATION

Date

First Name

Last Name

Date of Birth

Social Security Number

FEIN | Tax ID | Not-for-Profit ID

E-mail Address

Agency Phone

Cell/Mobile Phone Number

Home Address

Business Official Name or Future Name

Business Mailing Address

Business FAX

Business Phone Number

Have you Booked Travel Before Now

List your experience in booking travel

Yes

No

What type of business area you will Target or Travel (Enter all you plan to book below):

Leisure

Cruises

Tours

Groups

Religious

Corporate

Honeymoons

Destination Weddings

Romantic Weekend Trips

Luxury

School

Social Groups

Family Reunions

What is your projected Annual Gross Sales: 25K, 50K, 75K, 100K or more (Enter below)

Current

Employed

Current Position

Yes

No

Current Employer Name and Telephone Number

SELECT YOUR WEBSITE DOMAIN WISELY:

Private Labeled Website Name: Expl. YourFutureTravel.com - Select a name that everyone will remember because it will be forwarded from your private labeled sub-directory website. You can purchase a domain name from: www.getonlinewebhosting.com. They have outstanding rates and it is easy to point your private labeled website to your account.

What is your website domain name | Purchased from
www.GetOnlineWebHosting.com:

Website Contact E-mail Address

Telephone number to appear on your website

TELEPHONE SYSTEM FOR YOUR BUSINESS:

Telephone number for your clients to reach you. You can get a 1-800 for business and fax digital number via Ring Central. We are an authorized & certified dealer for your professional telephone service.

We recommend using a professional telephone reception service program for your business telephone system/ services. Therefore, we have established a partnership with RingCentral to provide you a discount on your telephone service & equipment. This service will position your home-based business as a premier company by having a professional telephone services. Contact us to get your account activated and equipment.

The ring central telephones and online system can be anywhere in the world as long as you have internet connection. You will receive a digital fax as well. Your office phone can be set-up to be forward to your cell phone that will allow you to never miss a call from a client. You can sit on a beach working and enjoying a beautiful sunset or not working at all. If you want to use this service let me know, so I can make sure you receive the discount.

CREDIT & DEBIT PAYMENT FOR SIGNUP AND ADDITIONAL SERVICES

Name on the Card (You must have an update card)

Credit Card Number	Credit Card Security Code (Front of card for AMEX - last 4) all others back of card - last 3 digits	Card Type
Expiration Date (MM/YY)		Visa Master Card AMEX Discover

Billing Address for Credit Card

*** By completing the credit card authorization above, Personalized Services International, LLC is authorized to charge this credit card for the amount specified and the cardholder waives all rights for credit card chargebacks**

Do you authorize PSI, LLC to charge your credit card for chargebacks

Yes

No

Do you authorize PSI, LLC to charge your credit card for your Agency/Agent Account

Yes

No

IRS-1099 FORM REQUIREMENT: Understanding that you will be given and 1099 for the payments you receive from Personalized Services International, LLC for your Independent Booking Sub-Agent or Home- Based Agent Account.

Agree to 1099

Yes

No

Agree to complete your W-9 within 30 days

Yes

No

You must complete a W-9 Form and agreed to receiving an IRS -1099 in order to receive your commission payments. The IRS requires us to give you a 1099 if your commission payments are \$600.00 in a tax year; however, we will issue all sub-agent or agencies a 1099 regardless of your commission payment amounts. You must agree to this policy. Also, agree to complete this form within 30 days receiving your booking account and agent ID.

SECTION 2: BACKGROUND CHECK

BACKGROUND CHECK AUTHORIZATION FORM

During the application process and at any time during the tenure of my sub-agent's affiliation with Personalized Services International, I hereby authorize Personalized Services International, LLC to procure a consumer report (known as an investigative consumer report in Illinois and California) for my sub-agent which may include information regarding credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, mode of living, or criminal background. This report may be compiled with information from credit bureaus, courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that my sub-agent has voluntarily supplied. I understand that my sub-agent may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on his/her character, general reputation, personal characteristics or mode of living.

Minnesota & Oklahoma Residents please note: In connection with this application as the sub-agent of a contracted Home Based Agent, this consumer report may be obtained and reviewed. Under Minnesota and Oklahoma law, sub-agent has a right to receive a free copy of this consumer report by checking the appropriate box below. **You automatic agree to a background check by completing this application!**

Only select Yes or No if you resident in Oklahoma or Minnesota! (Background check - consumer report request

Sub-Agents | HBA | IBA in Minnesota resident and would like a free copy of the consumer report

Yes

No

Sub-agent | HBA | IBA is an Oklahoma resident and would like a free copy of the consumer report

Yes

No

SECTION 3: CREDIT CARD, COMMISSION & WEBSITE AGREEMENTS

Limited Power of Attorney: I am an Independent Booking Agent/Agency (IBA) or Home-Based Agency/Agent (HBA) of Personalized Services International, LLC in the Travel Agency Division. I hereby appoint Personalized Services International, LLC this power of attorney to charge the monthly expenses incurred by my IBA sub-agent during the course of selling travel through Personalized Services International, LLC. Charges may include, but are not limited to: delivery fees, 24 hour reservation service, ticketing fees, GDS monthly fees and terminal server fee, as well as any amounts owed, including invoices or tickets issued on accounts receivable, debit memos incurred as a result of my IBA sub-agent's use of the GDS, and charge backs by my IBA clients. This "Limited Power Of Attorney" shall remain in full force and effect until terminated by me in writing, such termination to be effective only with respect to charges occurring after the time that the written termination is delivered to Personalized Services International, LLC, ATTN: Travel Agency Division, 117 East State Street, Suite B, O'Fallon, IL 62269.

I

understand that Personalized Services International, LLC will provide detail of such charges on my Commission Payment Report or upon request.

I also understand that the credit card in this application will be charged each year based on my IBA or HBA anniversary date for the yearly renewal fee associated with being a Independent Booking Sub-Agent (IBA) or a Home-Based Sub-Agent (HBA) with Personalized Services International, LLC and its affiliates. Personalized Services International and its affiliates will automatic charge your credit card on file 30 days prior to the charge date. If we are not able to successfully credit or debit your credit card on file your accounts with our company will be suspended until payment is made. This authorization applies to any of the credit cards you as the IBA or HBA chooses to keep on file with Personalized Services International, LLC for any business transactions performed during our joint affiliations.

HAB or HBA Sub-Agent: Your credit card will be charge for your start up fee upon the receipt of your application and it is non-refundable 24 hours after we receive your application & payment! Your credit card will be charged again for your website upon the completion of your background check! If you do not want a private label website please indicate below. **All agency/agents are assigned as a IBA until they select to have a private labeled website.**

Independent Booking Sub-Agent: Your credit card will be charge for your start up fee upon the receipt of your application and it is non-refundable 24 hours after we receive your application & payment! Your credit card will be charged again for your website upon the completion of your background check AND you will become a Home-Based Agent (HBA)! If you do not want a private label website please indicate below.

1. I agree to be charged \$100.00 for my private labeled website by the company contracted by Personalized Services International, LLC

Signature: _____ Date: _____

Do you want a Private Labeled Website? If so, you will be charged \$100 fee for the setup. If you select yes - your credit card will be charged this fee immediate.

Yes No

2. I do not desire to receive a private labeled website. Therefore, I will only use the resources of Personalized Services International, LLC Travel Division accounts and no private labeled website will be assigned to my company. You will be given a IBA account.

Signature: _____ Date: _____

Note: If you elect to receive a private labeled website you agree to commission split with the company providing the website and Personalized Services International, LLC. I agree to the commission split of 50% of all travel booked on my private labeled website. This is the fee for having this website to increase my business:

Signature: _____ Date: _____

Agreement of the Website Commission Split

Yes

No

Logo Design for your website: Rectangular logos with a maximum size of 200 x 75 pixel are best. Acceptable file types are .ais, .eps, .jpg, .gif, .tif, .psd or .pdf. You will be able to upload your logo to your website. If you need a custom logo for your company let us know. We have an agreement with a design company that can get this done for you at a reasonable cost and they are professional. They currently design all of our design work.

Upon receipt of this application, the credit card payment will be processed. We will proceed with your IBA's background check, then provide you with your HBA account number. If you elected to receive a private labeled website your will receive access to your website administration site and given a login after your account has been approved. Also, you must complete two mandatory training associated with your private labeled website account. Commissions will be paid after your clients has completed their travel and when we receive that payment from the provider of travel booked for your client(s).

Upon submission, you will receive an e-mail confirmation of this HBA sub-agent application.

SECTION 4: IDENTITY VERICATION

You must submit with your application a copy of a legal form of ID issued by the Federal or State Government Agency (Driver Licence/State ID/Military ID.....etc).

Signature: _____ Date: _____

SECTION 5: LIABILITY AGREEMENT

LIABILITY AREA MUST BE SIGNED IN FRONT OF A NOTARY OF YOUR STATE, CITY OR COUNTY

Each Independent Booking Agent/Home-Based Agent is considered an Independent Contractor and are responsible for the daily operation of their company, so they are responsible to obtaining the proper local and state business license and errors and omissions insurance to sell travel.

Errors and Omissions Insurance: In order for an IBA or HBA to book travel with Personalized Services International, LLC, they must obtain errors and omissions business insurance. Obtain your own Errors & Omissions Insurance Policy in your name is highly recommended. The purpose of Errors and Omissions Insurance is to protect against lawsuits/losses that occur because of actions/events that are out of your/our control. Some examples of suits brought against travel agents:

- 1. Your client misses an important business meeting because of your error. He claims that he lost a large piece of income because he was unable to present his presentation. He brings suit against the agent for lost funds.
- 2. A client is arrested in a foreign country for carrying a prescription drug. He may sue you for neglecting to inform him that some prescription drugs are illegal in that country.

Some examples of items that would not be considered by Personalized Services International, LLC - Travel Agency Division as Errors and Omissions submissions:

- 1. Agent errors due to lack of experience or review by an IBA/HBA
- 2. An IBA/HBA's bad debts
- 3. Mistakes in tickets or documents, quotes or collections, or client deposits

You must purchase Errors and Omissions Insurance in your company's name if you are going to take payments from clients and have their money deposit into your personal or business accounts. You agree to this upon your signature below and final signature of this application.

Manager/Owner/Signature: _____ Date: _____

Agree to purchase Errors and Omissions Insurance in my company name:

Yes

No

NOTARY WITNESSED SIGNATURE(S):

I agree, _____ (Print Full Name) _____ (Print Full Name /Partner/if none enter N/A)

that I will not take my client's payments via (credit, debit, cash, check) and have those funds deposited into my business or personal accounts without purchasing errors and omissions

insurance in my company's name. _____
(Signature of Applicant/Owner/Manager)

If partnership secondary partner's signature _____

State of _____ (Fill in State) County of _____

_____ This instrument was signed before me on _____ (Date of Signature)

By _____ (Print name of signer(s))

_____ Notary Signature

_____ Notary Signature
[Complete the following, if not part of notary stamp]

_____ Printed Name

Notary Public for the State of _____

Residing at _____

Affix seal as close to signature as possible My Commission Expires: _____, 20_____

We provide several options to help your business grow faster via our small business consulting & coaching division. Our marketing e-learning system is world-class and it will help you market your business like a fortune 500 company. We want you to succeed in starting your business off right, so we have discounted our Marketing & Sales E-learning Business Academy for your success: www.BuildingSuccessfulStartups.com or www.BuildingSuccessMarketingAcademy.com.

Do you want to receive information about our small business coaching program

Yes

No

**SUBMISSION OF REFERENCES HELP US DETERMINATION OF YOUR ACCOUNT APPROVAL
- REFERENCES CAN NOT BE FAMILY MEMBERS!**

Reference

First Name

Last Name

E-mail Address

Phone

Reference

First Name

Last Name

Phone

E-mail Address

Reference

First Name

Last Name

Phone

E-mail Address

When do you want to start you new business?

SECTION 6: CUSTOMER CREDIT CARD AND PERSONAL INFORMATION PROTECTION

Personalized Services International, LLC is not liable for IBA or HBA collecting payments from customers via credit cards, debit cards, checks or cash and applying these payments to their customer's travel arrangements. It is our policy that no IBA/HBA shall keep their customers credit card payment information on file via paper or in their personal or business computers; due to the fraud and hackers. Each IBA/HBA is liable to protecting their clients personal and credit information. They shall book travel direct with the provider of travel using the client's form of payment (Credit or Debit Card). It is not recommended that you take cash payments for travel due to this liability and you will be charge the credit card processing fee when you purchase your client travel. If you want your commission payment direct deposited into your bank account submit our Direct Deposit Form and a VOIDED check with your application.

Complete your billing address if not the same as the business address above:

Emergency point of contact: _____ Telephone _____

Applicant (Print Full Name): _____

Final Application Signature: _____ Date: _____

By signing this document you agree to all the term and conditions inside this document.

Mailing application: Personalized Services International, LLC, ATTN: Travel Agency Division, 117 East State Street, Suite B, O'Fallon, IL 62269 or FAX to 1-877-774-5177.