



## **INSTRUCTIONS**

### **AIRPLUS COMPANY ACCOUNT CONTRACT. (2 pages)**

Page. 1

- Please complete Company details and contact person details.

Page. 2

- Please complete your bank details and indicate the estimated total annual travel spend on the card in DKK.

**- Please sign and date!**

APPLICATION: AIRPLUS COMPANY ACCOUNT. (1 Page)

1. Please tick "yes".
2. Please indicate the address to where you want the invoice to be sent.
3. Please complete the address and the contact name of the travel agency location where the account is to be used.
4. Please indicate the estimated annual travel spend for the account in DKK.
5. Please leave blank
6. Insurance is free of charge.
7. Please leave blank
8. Please indicate which customer reference fields are to be collected on your invoice and the number of digits. Note that this is free of charge.
9. Please indicate if you require an electronic invoice in addition to the paper invoice.
10. Please complete your bank details again.
11. Please leave blank

**-Please sign and date!**