

BookingCenter Switchover Letter Template

Instructions to the property:

1. Complete the following Switchover Letter Template.
2. You may either:
 - Print the letter on your company letterhead
 - E-mail the letter ensuring your property name is part of the e-mail address
3. Send the signed Letter to the BookingCenter GDS Department:
 - Fax: +1-(718) 228-5959
 - E-mail: support@BookingCenter.com.

Note: BookingCenter **can not process your switchover** if the letter/fax is not received on your hotel letterhead.

Attention: GDS Hotel Desk Switchovers

Please be advised that our property requests BookingCenter to switchover to their Partner, GenaRes, the Chain Code (GZ) in the following GDS's (please indicate):

- Sabre
- Worldspan
- Galileo / Apollo
- Amadeus

You will find all the necessary information below to facilitate the switchover, however if you do have any questions please feel free to contact me at (____) ____ - ____.

Name of property: _____

Address of property: _____

Name of the old chain/rep company: _____

Contact person at old chain/rep company: _____

Name of new chain/rep company: GenaRes (Chain Code GZ)

Contact person at new chain/rep company: Ryan Timms
Account Manager
E-mail: gds_support@BookingCenter.com
Ph. (707) 874-3922

Clone all property information including rates, HOD and Policies from: **yes**

Date on which switchover will take effect: ASAP (eleven business days), or
 ____ / ____ / ____

Current property number / chain code per GDS:

	Chain Code	Property Number
Sabre		
Galileo / Apollo		
Worldspan		
Amadeus		

Best regards,

<Name
<Title>
<Property Name>

cc. <Old Chain or Representation Company Name, and Contact Person Name>