

## HOW TO USE THE QUOTATION TOOL

For guidance on how to submit an enquiry using our online quotation tool, please see the example below.

If unsure on the dates of birth for each passenger, dummy dates can be added. The passenger type fields will display **Infant** until the travel dates are added. Once the travel dates have been entered, the passenger type field will automatically populate.

**Orlando Out Of Date Range Booking Form**  
Agent Reference:

Surname	First Name	Middle Name	Title	DOB	Passenger Type
				10/08/1994	adult
				10/08/2006	teen
				10/08/2011	child
				10/08/2020	infant

  

Outbound route	OB Date	No of Seats	Seats Available
LGW	01/11/2021	4	8

  

Inbound route	IB Date	No of Seats	Seats Available
LGW	15/11/2021	4	8

  

	Fare PP	Tax PP	Total	# of Type	Totals
Adult	£206	£275	£481	1	£481
Teen (12-15yrs)	£206	£195	£401	1	£401
Child (02-11yrs)	£155	£195	£350	1	£350
Infant with no seat (0-1yrs)	£21	£73	£94	1	£94
<b>Total</b>					<b>£1,326</b>

Departures UK airport  
Arrival UK airport

Outbound departure date  
Inbound departure

The number of seats required automatically populates depending on the dates of birth entered.

The number of seats available for each flight will appear here. If there are not enough seats available, no price will be quoted.

If there is no availability for the requested flights, there is a separate tab on the spreadsheet which displays all flights and allocations.

The filters can be utilised to filter down travel dates, the departure airport and arrival airport.