

Agent Name

Company

Agent's email

Agent's Phone no.

Client Name

Villa Name

Arrival and Departure Dates

GROUND

- fulltime private driver** yes no
\$875 + 15% tip (includes transfers)
- Airport transfers only** yes no
\$80 to \$220 + 15% tip (see below)

AIRPORT TRANSFERS (Montego Bay is MBJ) RATES ARE ROUND TRIP FROM MBJ to VILLAS

1-7 passengers	\$80 round trip to Montego Bay villas + TIP
8-15 passengers	\$160 round trip to Montego Bay villas + TIP
1-7 passengers	\$160 round trip to Discovery Bay villas + TIP
1-7 passengers	\$160 round trip to Runaway Bay villas + TIP
1-7 passengers	\$220 round trip to Ocho Rios villas + TIP

FOOD & BEVERAGE

- pay groceries locally
- pre-pay for groceries through Villas by Linda Smith

The villa cook will pre-purchase the first few meals, pantry staples and a small starter bar (a few bottles of Red Stripe, moderately priced wine and rum). Additional alcohol requests will increase their budget. On arrival day, the cook will meet with your clients regarding menus for the week before finishing the week's shopping. At that time, they must fund her for their groceries plus her \$60 taxi fare. Advise clients to pay their cook in U.S. dollars.

Food allergies?

- yes
- no

food allergy details...

FLIGHTS

Arrival Date	Airline + Flight #	Arrival Time	Passenger(s)

Departure Date	Airline + Flight #	Departure Time	Passenger(s)

BEDROOMS

How many bedrooms will your clients occupy?

NAMES as couples per bedroom + children's ages

Bedroom 1	<input type="text"/>
Bedroom 2	<input type="text"/>
Bedroom 3	<input type="text"/>
Bedroom 4	<input type="text"/>
Bedroom 5	<input type="text"/>

Nannies

Number of nannies required.

Nannies must be able to swim?

- yes no

Nannies for live-in requested?

- yes no

Clients pay locally for nannies. \$10 hourly Day rates vary.

Amenities

How many cribs?

How many High Chairs?

How Many Cots?

Clients also pay locally for cribs, high chairs or cots.

Notes

Dogs Some of our properties have dogs on the premises. Make sure to ask us, and advise your clients.

Phone Numbers Please make sure to give your client these crucial numbers: Ken Smythe, our head driver (876) 772-3631

Check In / Check out Please make sure to advise your client: Most Villas: Check-in time is 1:00 p.m. Check-out time is 11:00 a.m. on departure day. Tryall Club villas: Check-in time is 3:00 p.m. Check-out time is 12:00 p.m.

Notes

any notes or questions for us?

When you're finished,

SAVE this form and send it via email to:

linda@jamaicavillas.com

Or you can print and fax it to: (240) 654 - 3409

Print Form