

**Yusuf Bin Ahmed Kanoo**

BAHRAIN

TRAVEL DIVISION

REQUEST FOR MEET AND ASSIST SERVICES

DATE :	MEET & ASSIST REQUESTED BY :
TO : AIRPORT SERVICES MANAGER Kanoo Travel Airport	NAME : MONA ALHUSSAINI DESIGNATION : TRAVEL CONSULTANT DEPARTMENT : CALL CENTER
CHARGES TO BE DEBITED TO :	CONTACT : 17576957 SIGNATURE :

INSTRUCTIONS

- * The Request should be sent / faxed to the Meet & Assist Supervisor at the Airport, at least 24 hours prior to the service being required. For requests within 24 hours, the fax should be followed by a Telephone confirmation.
- * Departing passengers should be advised to contact Meet & Assist Staff at the Airport, two hrs. prior to departure.

PASSENGER PARTICULARS

NAME	POSITION	NATIONALITY
1.		
2.		
3.		
4.		
5.		
CLIENT :	COMPANY	

ARRIVAL / DEPARTURE FLIGHT DETAILS

ARRIVING From	FLIGHT NO :	DATE :	ETA	CLASS OF TRAVEL

SPECIAL REQUEST

Immigration & customs clearance on arrival

FOR USE OF THE AIRPORT OFFICE ONLY

PASSENGER NOT MET (REASON) :

TRANSPORT PROVIDED FROM: _____ **APT** _____ TO: _____ **RES** _____ CHARGES BD.TYPE OF VISA: _____ CHARGES BD. 5 BHD EACH
PAX FOR 5 PAX WILL BE 25 BHD CHARGE TO LMGATTENDED BY: /...../.....
(Name) (Signature) (Date)