**DEEM CAR SERVICE MODIFICATION FORM**

**FOR ADDITIONS, CHANGES & DELETIONS**

1. This form will enable you to ADD, DELETE or MODIFY information on your agency’s ground transportation customized booking tool with Deem Car Service.
2. Please fill out all applicable areas to avoid a delay in processing your request. Once complete please save the updated document and email it to [deemsetup@deem.com.](mailto:deemsetup@deem.com)
3. NOTE: If you require more complex script changes or configurations, such as pulling accounting fields for reporting purposes, or changing address locations in profile, please submit an updated SET-UP Form instead of using this document. Thank you.

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| **TRAVEL AGENCY AND CORPORATE ACCOUNT INFORMATION**  **(all information required)** | |
| Travel Agency Name: |  |
| Person Submitting Request: |  |
| Phone: |  |
| Email: |  |
| Complete Address of  Travel Agency  (street, city, state, zip): |  |
| Which GDS (Sabre, Apollo, Worldspan)  or ONLINE Booking Tool  (i.e., GetThere, Cliqbook)  is to be modified : |  |
| Corporate Account Name  (your customer): |  |
| Complete Address of Corporation: |  |

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| **TO ADD or DELETE FREQUENTLY BOOKED ADDRESSES** | | | | |
| **Office or Location Name** | **Full Street Address** | **City, State, Zip, Country** | **Phone #** | **Description** |
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| **TO ADD or DELETE A SERVICE PROVIDER**  **(ground transportation provider only)** | | | | | | | |
| **Provider Name** | **Full Address** | **Contact Name** | **Phone #** | **Email** | **\*Account # & Form of Payment** | **Rates Defined (base, inclusive)** | **ADD OR DELETE?** |
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**\*What account number does the corporation use for this service provider?**

**What method of payment is used? Do they pay only by credit card, only direct bill, or both? Please be clear.**

**CC = credit card DB = Direct Bill (i.e. #445500 CC)**

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| **IF YOU MOVE OFFICES, CHANGE ADDRESSES, OR SWITCH TO**  **A NEW GDS SYSTEM OR BOOKING TOOL** | | | |
| **New Office Complete Address** | **New GDS System or Booking Tool** | **New IATA Number** | **New Pseudo City Codes:** |
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| **MISCELLANEOUS INFORMATION OR REQUESTS:** |
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**Thank you for filling this form out completely. Incomplete forms may hold up the process. If you have any questions, you may send an email to** [deemsetup@deem.com](mailto:deemsetup@deem.com) **and our tech support team will help you.**