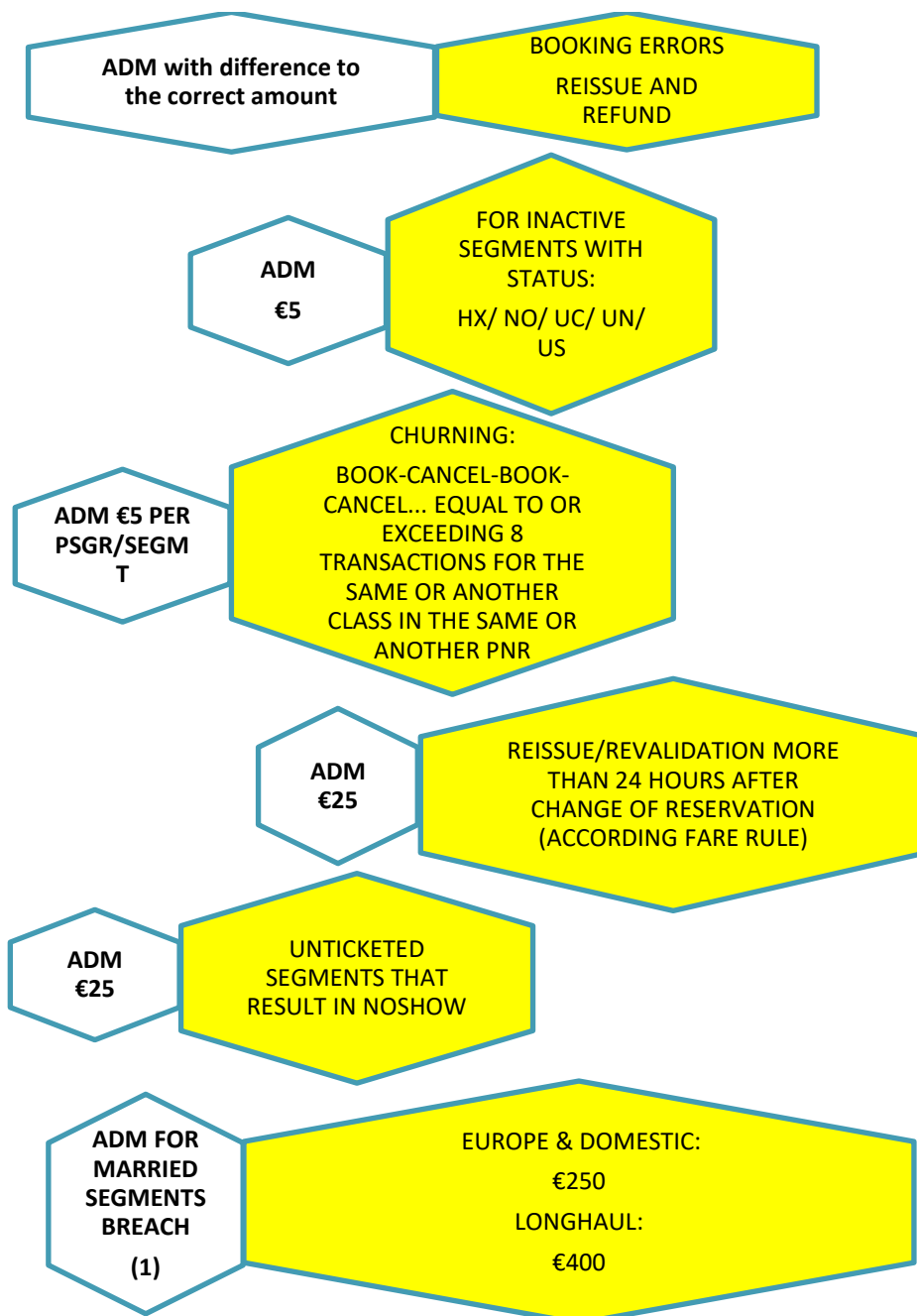


QUICK REFERENCE

RESPONSIBLE BOOKING POLICIES- **AVOID ADMS**

- **DON'T CREATE A TEST PNR JUST FOR QUOTATION OR ITINERARY PRINTING PURPOSES**
- **ALWAYS CANCEL THE INACTIVE PNR SEGMENTS**
- **ALWAYS CANCEL BOOKINGS/SEGMENTS AND/OR WAITLISTS THAT ARE NOT GOING TO BE USED**



(1) Per passenger and per remaining manipulated O&D, plus administrative fee