



Corporate Office: 6929 N Lakewood Avenue, Suite 100, Tulsa OK 74117

Date: September 19, 2007

Re: New Business Applicant account

Tulsa Credit Email Address:	arcreditdepartment@vanguardcar.com
Tulsa Credit Department fax:	918-401-8029

The **Business Applicant** (BA) account number assigned to the [department/agency] is **XXXXXX**. This number is ready to use and is tied to the department's CRBTA account.

The following are the instructions for using this **BA (Business Applicant)** account:

- Advance reservations are required for all Applicant program rentals.
- **This account number should be kept secure and not issued to the traveler.**
- **At time of rental, the renter is required to present a valid driver's license.**
- To book with Alamo directly please call 1-800-462-5266 and inform the agent you are booking a BA rental (Business Applicant) and provide the agent with the number, **along with Contract ID 191259, for the State of CA contract.**
- **For travel agency reservations, the travel agent must enter the BA number in their "ID field" (i.e. ID - XXXXXX).**
- **For internet bookings, go to www.alamo.com**
 - Click on "Rates and Reservations" tab.
 - Enter reservation information – State of CA Contract ID is 191259.
 - Above the "FLIGHT INFORMATION" tab, there is a box to be checked; specifically, it states "Check here if you will be making a reservation using a Applicant Code" – **CHECK THAT BOX.**
 - **Enter BA number in the field that appears, asking for Applicant Code.**
 - **Billing reference information may be inputted.**