



## U.S. Travel Advisor Resort Site Visit Request

Dear Travel Partner,

Please complete the following information in order to process your site visit request.  
All requests must be submitted & received 14 days prior to visit.

Travel Advisor Name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Guest (s) Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_ IATA/CLIA: \_\_\_\_\_

Travel Advisor Cell Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Site Inspections are available at the following resorts:  
Sandpiper Bay • Caravelle • Turquoise • Ixtapa Pacific • Columbus Isle  
•Cancun Yucatan • Punta Cana • Buccaneer's Creek

Resort choice: \_\_\_\_\_

Date of Visit (1<sup>st</sup> Choice): \_\_\_\_\_ (2nd Choice): \_\_\_\_\_

Time of visit : \_\_\_\_\_ 10 AM with lunch(\*) or \_\_\_\_\_ 4 PM with tour only (dinner extra)\*\*  
*(Due to security and village schedules ~ it is essential to arrive on time)*

**You must call Reception 2 hours prior to confirm your scheduled visit.**

In order to gain access into the resort, you will be required to present this letter along with your business card/ IATAN ID card at the main entrance. Please be aware that the children's facilities: Baby Club Med™, Petit Club Med™, Mini Club Med™ and Junior clubs are not available for use by site inspection guests.

**Please email completed request form to: [Scottsdale.specialservices@clubmed.com](mailto:Scottsdale.specialservices@clubmed.com)**

(\*parties greater than 4 will be charged the Day Pass rate)

(\*\*dinner is available at the per person cost of \$25 USD per adult and \$15 per child, payable directly at the resort)

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**Confirmation of site visit:      YES      NO      Cost Center: 724-000**

Site visit confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reception phone number to reconfirm scheduled visit: \_\_\_\_\_

Confirmed Date: \_\_\_\_\_ Confirmed hour: \_\_\_\_\_