



Commission Request for Travel Agents

Thank you for booking your clients at a Divi Resorts!

To ensure that your commission is processed accordingly, this form must be submitted by all Travel Agents who have booked through our Reservations Department or Travel Agent Portal, or Travel Agents who were unable to add their agency number to the reservation when booking directly through our website.

(Agency Number: **IATA/ARC/TIDS/CLIA/TRUE**)

Commission Request Forms should only be filled out and submitted to wholesale@diviresorts.com once your clients' have completed their stay.

Reservations Submission

| | |
|---------------------------------|--|
| Resort Name | |
| Name on Reservation | |
| Travel Dates | |
| Reservation/Confirmation Number | |

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|---------------------------------|--|
| Resort Name | |
| Name on Reservation | |
| Travel Dates | |
| Reservation/Confirmation Number | |

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|---------------------------------|--|
| Resort Name | |
| Name on Reservation | |
| Travel Dates | |
| Reservation/Confirmation Number | |

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|---------------------------------|--|
| Resort Name | |
| Name on Reservation | |
| Travel Dates | |
| Reservation/Confirmation Number | |

Travel Agent Information

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|-------------------------|--|
| Agency Number | |
| Agency Name | |
| Contact Name | |
| Postal Address | |
| City/State, Postal Code | |
| Email Address | |

Please remember that Divi Resorts only offers commissions on Hotel reservations. We do not offer commission on Air + Hotel packages. Once your reservation submission has been received, please allow up to 3-4 weeks for processing of your commission check.