

When sending an email to Frosch either using 'Contract Questions' or 'Rate Desk', it is important to arrange your emails in the following format:


Subject Line: Last name / Departure Date

Body of Email: Sabre – (Record Locator)

Comments: Keep brief. 2 or 3 sentences if possible

Cut and paste flights and Price from Sabre. (Highlight lines, **CTRL+C** to cut, **CTRL+V** to paste)

Email example:

	From	kstewart@morrismurdock.com
	To	gc@frosch.com
	Cc	
	Bcc	
Subject:		JONES / Dept date 12-5-2015

Sabre – WOCUTY
Please check Commission for Flights below.
UA 7950 operated by All Nippon Airways and UA 5223 operated by SkyWest Airlines.
Looking at the website, I think I can take 2% commission on this itinerary. Can you confirm that please?

1 UA5223Y 10JAN S SLC SFO SS1 837A 955A /DCUA /E
2 UA 837J 10JAN S SFONRT SS1 1110A 315P 11JAN M /DCUA /E
3 UA7950Y 20JAN W NRTSFO SS1 510P 930A /DCUA /E
4 UA 138J 20JAN W NRTDEN SS1 610P 1245P /DCUA /E

	BASE FARE	TAXES/FEES/CHARGES	TOTAL
1- USD25824.00	386.20XT	USD26210.20ADT	
XT 258.00YQ	35.40US	11.00YC	14.00XY
10.00XA	5.60AY	34.60SW	8.60OI
9.00XF			
25824.00	386.20	26210.20TTL	

ADT-01 JW2RJ Y1RJ JX2RJ
SLC UA X/SFO UA TYO M11391.50UA SFO3827.00/-TYO UA DEN10605.50
NUC25824.00END ROE1.00 XFSLC4.5SFO4.5

Thank you.