

# Southwinds Transportation



Field Trip to:  
**Air Force One Discovery Center**  
 Ronald Reagan Presidential Library & Museum  
 40 Presidential Drive  
 Simi Valley, CA 93065

## Trip Order Request

<b>Name of Organization/Client:</b>		
Address:		Today's Date: ____ / ____ / ____
City:	Zip:	Contact Name:
		Email:
Telephone:		FAX:

## Trip Information

Date of trip: ____ / ____ / ____	<b>Pick up location name and Address:</b>
	Name:
Day Of Trip: (circle one) <b>S M T W Th F S</b>	Address:
Pick-up Time at school: ____ : ____ AM PM (circle one)	<b>Destination Name and Address</b>
Ending Time at school: ____ : ____ AM PM (circle one)	Name:
Group/Grade: _____ # of buses: _____	Address:

Place an **X** where needed

Bus Sizes and Capacity	
<b>52</b>	(up to 78 Passengers seating three per seat)
<b>56</b>	(up to 84 Passengers seating three per seat)
Luggage Compartment	

Note Special Instructions Here:

- ✓ Filling the request form does not confirm your bus. Please ensure you receive a trip confirmation number and an invoice. The confirmation is faxed or emailed to the client after the request form has been received.