

Southwinds Transportation



**RONALD REAGAN
PRESIDENTIAL
FOUNDATION
& INSTITUTE**

Field Trip To:
Air Force Reagan Leadership Center
The Ronald Reagan Presidential Library & Museum
40 Presidential Drive
Simi Valle,y, CA 93065

Trip Order Request

Name of Organization/Client: _____

Address: _____

City: _____ Zip: _____

Telephone: _____

Today's Date: _____

Contact Name: _____

Email: _____

FAX: _____

Trip Information

Date of Trip: _____

Day of Trip: (Circle One) S M T W Th F S

Pick-Up Time at School: _____
 am
 pm

Ending Time at School: _____
 am
 pm

Group/Grade: _____ # of buses: _____

Pick-Up Location Name and Address:

Name: _____

Address: _____

City: _____ Zip: _____

Destination Name and Address:

Name: _____

Address: _____

City: _____ Zip: _____

Bus Size and Capacity

(Check those that apply)

52 ft. (up to 78 Passengers seating three per seat)

56 ft. (up to 84 Passengers seating three per seat)

Luggage Compartment

Note Special Instructions Here:

Filling out 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.