

## Houston Historical Tours

(713) 392-0867, [houstonhistory@aol.com](mailto:houstonhistory@aol.com), [www.houstonhistoricaltours.com](http://www.houstonhistoricaltours.com)

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### Check Accompanying Form

Please include all of the following information when sending a check to Houston Historical Tours, P. O. Box 262404, Houston, Texas 77207-2404. Do not staple the check. It **MUST** be **RECEIVED** at least two weeks (14 days) before the scheduled tour date to clear the bank, reserve a guide, plan as needed, and to confirm the tour. If you are reserving a **bus**, the check should be received **at least one month** in advance. If these deadlines are not met, another arrangement for payment, such as 1. cash, 2. a cashier's check, 3. a money order, 4. a Western Union money transfer, or 5. a MoneyGram money transfer needs to be made. This is a **non-refundable** deposit.

1. Print Your First Name: \_\_\_\_\_
2. Print Your Last Name: \_\_\_\_\_
3. The Amount of the Check: \$ \_\_\_\_\_
4. Your Email Address: \_\_\_\_\_
5. The Day of the Tour: \_\_\_\_\_
6. The Date of the Tour: \_\_\_\_\_
7. The Number of People on the Tour: \_\_\_\_\_
8. Print Each of the Names of the People Who Will Be On The Tour For 5 or Fewer People:  
\_\_\_\_\_  
\_\_\_\_\_
9. Tour Category: \_\_\_\_\_
10. Tour Letter: \_\_\_\_\_
11. Start Time of the Tour: \_\_\_\_\_
12. Beginning Location of the Tour: If the tour is to start at a hotel or private residence, please include the full address with the zip code. Include the name under which a reservation was made at a hotel/motel and the hotel/motel's telephone number. We try to call the party a few minutes before the tour is to begin. However, some hotels/motels will not connect us to the party if we cannot provide the name of the person who made the reservation. Sometimes, the reservation is made in the name of a spouse or a friend with a different name.  
\_\_\_\_\_  
\_\_\_\_\_
13. Print the Name of the Activity Leader if Different Than the Person Planning the Tour:  
\_\_\_\_\_
14. A Cellular Telephone Number that You and or the Activity Leader Will Have Operating on the Day of the Tour:  
( \_\_\_\_\_ ) \_\_\_\_\_

This is much of the same information that you may have completed from the website. However, people often pay with checks that do not have their names, such as business or spousal checks. It is a mystery when we receive such a check as to who sent it and for what and when it is without an explanation. Thank you.