

Distribution Management Office
Marine Corps Base Quantico
Passenger Travel Section
2009 Zeilin Road 2nd Deck
Quantico, VA 22134
Phone 703-784-2835/36 Fax 703-784-2004
quantico_passenger@usmc.mil



Commercial Coach Request

All questions, changes, or concerns regarding this request must be directed to the Distribution Management Office (quantico_passenger@usmc.mil 703-784-2835)

Requesting Organization: _____

Point of Contact/Requester: _____ Phone _____ Fax _____

Group Leader/Escort: _____ Phone _____ Cell (required) _____

Fiscal Officer/Contact: _____ Phone _____ Fax _____

Charter Details

Number of Passengers: _____ **Approx. Number of Buses:** _____

Depart Date/Boarding Time: _____ Address: _____
(Day Month/Time - ex: 12 MAY/ 2:00pm) (Please use exact address)

Destination Date/Time: _____ Address: _____

Return Date/Boarding Time: _____ Address: _____

Special Requests: TV/DVD [] Intercom [] Other [] _____

****Complete a detailed itinerary on next page. Please use EXACT ADDRESSES****

Charter Coach Company Use Only

Company Name _____ Total Quote _____

Coach Capacity _____ Price per Bus _____

Please include driver accommodations in quote

***** Please return all correspondence to: quantico_passenger@usmc.mil *****



Detailed Itinerary

NOTE: Use EXACT ADDRESSES. Please refrain from using acronyms and abbreviations.

Departure Location: _____
(Please use exact addresses)

Date/Time: _____
(Example: 12 MAY/ 2:00pm)

Stop/Drop: _____

Date/Time: _____

Pick Up From: _____

Date/Time: _____

Stop/Drop: _____

Date/Time: _____

Pick Up From: _____

Date/Time: _____

Stop/Drop: _____

Date/Time: _____

Pick Up From: _____

Date/Time: _____

Stop/Drop: _____

Date/Time: _____

Pick Up From: _____

Date/Time: _____

Stop/Drop: _____

Date/Time: _____

Pick Up From: _____

Date/Time: _____

Stop/Drop: _____

Date/Time: _____

Return Location: _____

Date/Time: _____

Est. weight of personal baggage _____

Meal requirements if necessary _____

**** Please insert additional stop/pick up location boxes as needed ****