

Dear Travel Professional:

PED 03/18/07

Below are several important news items from ARC:

- 1) Verification of Ticket Stock
- 2) Industry Agents' Handbook Change
- 3) AeroSur Joins ARC as Participating Carrier (CORRECTED)
- 4) Tip of the Week - ARC Document Ordering System

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1) Verification of Ticket Stock

When you receive an order of ticket stock, please confirm that the Stock Control number (not the Serial number) on the ticket stock box or package matches the "Beginning Seq#" and "Ending Seq#" entry on the Packing List. The Packing List is enclosed in your carton of ticket stock. Multiple boxes of stock will show an entry on the Packing List for each Stock Control Number.

Please go to [www.arccorp.com/email/boxlabel.gif](http://www.arccorp.com/email/boxlabel.gif) for a picture that displays the Stock Control Numbers on a ticket stock label. Please go to [www.arccorp.com/email/packinglist.gif](http://www.arccorp.com/email/packinglist.gif) to view a sample of a Packing List.

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2) Industry Agents' Handbook Change

The list of Carrier Participants and addresses (formerly Section 2) is now located in Section 1 of the Industry Agents' Handbook (IAH).

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3) AeroSur Joins ARC as Participating Carrier (CORRECTED)

AeroSur (275/5L) has joined ARC as a participating carrier effective with sales starting Monday, March 12 (PED 03/18/06).

Based in Santa Cruz, Bolivia, AeroSur services twelve domestic and international destinations, with immediate connections to most cities in Bolivia as well as international cities in South America, Europe and the United States. AeroSur has a fleet of twelve aircraft.

As AeroSur has elected the General Concurrence method of agent appointment, all ARC-accredited agencies and corporate travel departments are automatically appointed as agents of the carrier. At this time, the carrier accepts cash as the only form of payment.

For inquiries, reservations, or sales information, contact AeroSur U.S. sales office at:

Aviareps  
6355 NW 36<sup>th</sup> Street  
Suite 602  
Miami, FL 33166  
USA Toll Free Reservations: 1-866-903-2885  
Phone: 305-492-9053  
Fax: 305-455-9053  
[www.aerosur.com](http://www.aerosur.com)

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#### 4) Tip of the Week - ARC Document Ordering System

Please remember that your online ticket stock order is not complete until you click the 'Submit Order' button and the system provides you with a Sales Reference Number or a Routing Number.

The 'Save Order Button' is to be used when one is unable to complete a ticket stock order and wishes to return to finish the order at a later time.

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Please distribute the ARC Travel Agency Communication (TAC) among staff and colleagues.