

An itinerary is an outline of a person's travel activities for a specific period of time.

## ITINERARY

DS

Nancy Wells

DS

Month(s) Day(s), Year

QS

Type the headings at a 1" top margin. All headings are boldface.

Type dates in boldface and at the left margin.

Times are tabbed to .5".

Events are tabbed to 2" and use a hanging indent.

**Sunday, April 1**

DS

9:02 a.m.

Depart Columbus, Port Columbus International Airport, Delta Airlines, Flight 684.

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12:32 p.m.

Arrive New York City, LaGuardia Airport.

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**Monday, April 2**

Hanging Indent  
2"

9:30 a.m.

Breakfast appointment with Jane Smith, Chamber of Commerce representative, at Plaza Hotel, 200 Broad St., Circle Restaurant, regarding survey for possible branch in New York City.

Tab .5"

1:00 p.m.

Meeting with Phil Langton at the Waldorf Hotel, Suite #345.

3:30 p.m.

Appointment with Francis Evans at Citibank, 410 Norway Avenue, regarding loan. (Take last quarter's financial statements.)

**Tuesday, April 3**

8:00 a.m.

Breakfast with Julie Crampton, Office Enterprises.

3:00 p.m.

Depart New York City, LaGuardia Airport, Delta Airlines, Flight 410.

4:15 p.m.

Arrive Columbus, Port Columbus International Airport.

## ITINERARY FORMAT