

Printing Documents from the Alexander + Roberts Documents Portal Website

The process to print documents begins by navigating to the Alexander + Roberts Documents Portal Website, located at <https://trips.alexanderroberts.com>

Log in to the website using either your username (email address) and password, or using passenger name and booking number:

ALEXANDER+ROBERTS

✉ valuedpassenger@alexanderroberts.com

*

[Forgot / Retrieve password?](#)

OR

👤 Valued

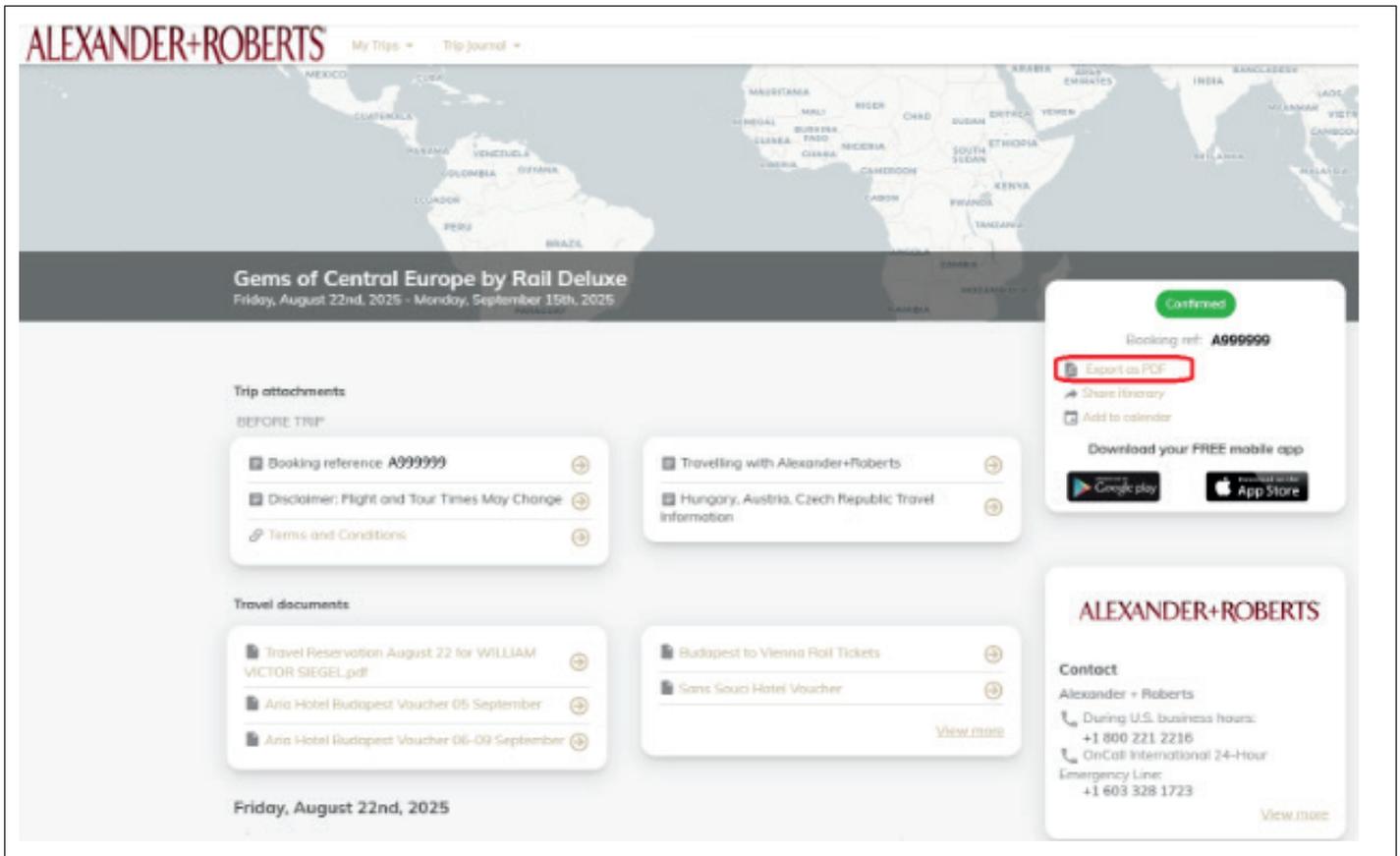
👤 Passenger

* A999999

📌 Please enter your name and booking number exactly as displayed in your booking confirmation. contact us at support@alexanderroberts.com for help.

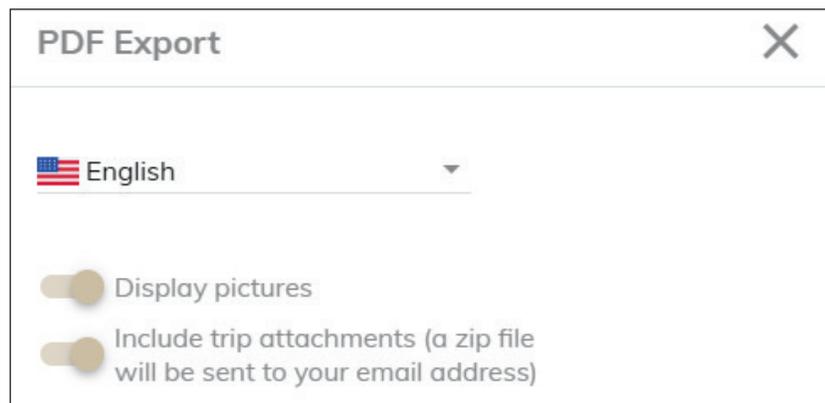
LOGIN

Once logged into the booking, navigate to the “Export as PDF” link located on the right side of the webpage:

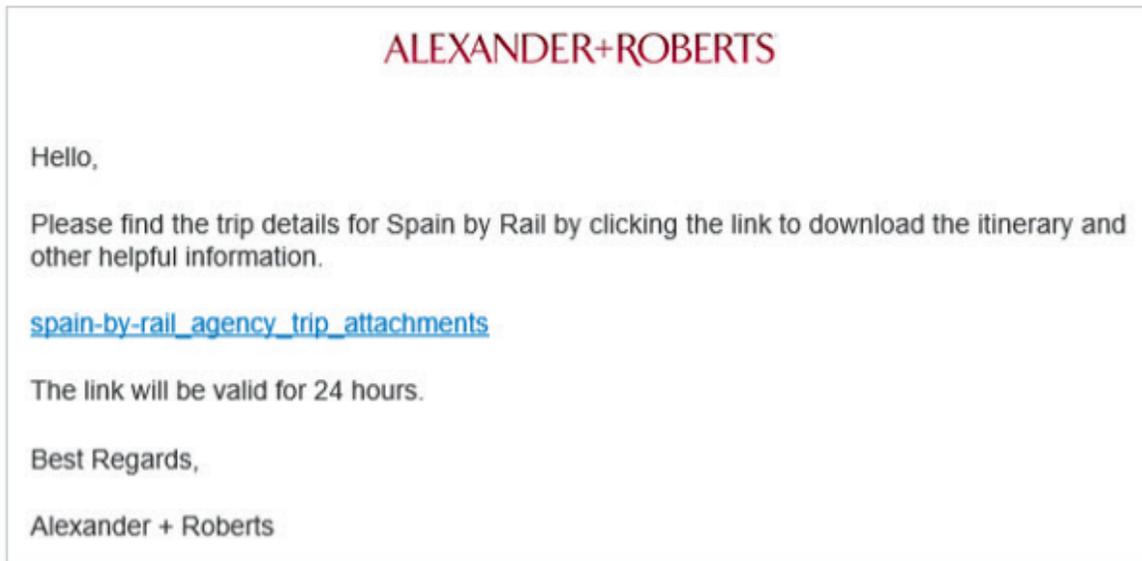


In the pane that appears, you can choose whether to include images in your printout, as well as whether or not you would like to include the Trip Attachments. If you choose to include trip attachments, you will receive an emailed link to access your documents. If you do not include trip attachments, the PDF file will be downloaded immediately.

It is best practice to include the trip attachments, as shown here:

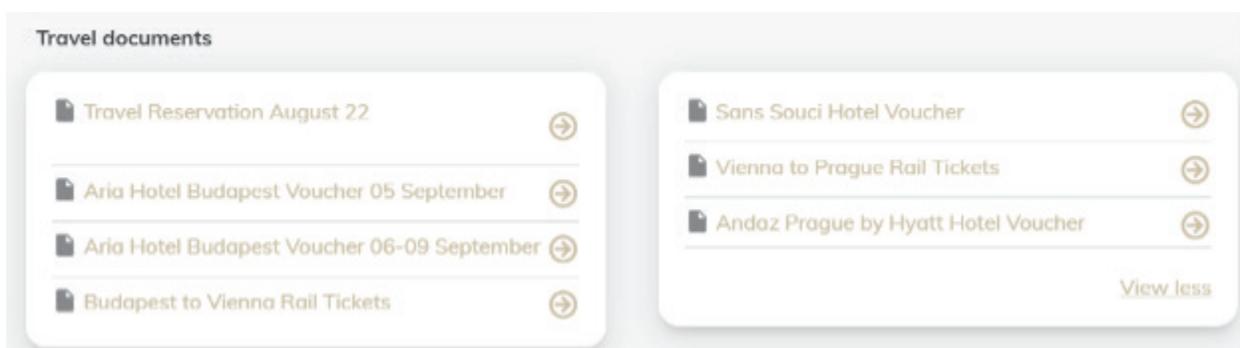


Your documents will be delivered to your registered email address via an email from Alexander + Roberts (mobileapp@alexanderroberts.com) and will contain a link to download the full PDF. This link is valid for 24 hours.



After download the documents, you'll be able to open them in any PDF reader and print from there. Please note: the documents generated are unique to each individual passenger, so additional passengers on the booking should each repeat the above process themselves.

Additionally, you will also need to print the TRAVEL DOCUMENTS associated with your booking, which appear separately from the trip attachments. These items will not be included in the PDF, and may include air or rail tickets, hotel vouchers, or other important items.



Each of these items must be printed individually. Click on an item will open it within a new browser tab on your computer.

From that window, use the PRINT icon located on the right side of the screen to print the item. Then close the window and repeat this process for all additional items located within the TRAVEL DOCUMENTS section.

22 AUG 2025 ▶ 15 SEP 2025 TRIP TO MANCHESTER UK, UNITED KINGDOM

PREPARED FOR Your Travel Consultant

RESERVATION CODE
AIRLINE RESERVATION CODE

DEPARTURE: **FRIDAY 22 AUG** ▶ ARRIVAL: **SATURDAY 23 AUG**
Please verify flight times prior to departure

BRITISH AIRWAYS BA 0268	LAX LOS ANGELES, CA	LHR LONDON HEATHROW UNITED KINGDOM	Aircraft: AIRBUS INDUSTRIE A380-800 JET
	Duration: 10hr(x) 30min(x)	Departing At: 8:05pm (Fri, Aug 22)	Arriving At: 2:35pm (Sat, Aug 23)
Cabin: Economy	Terminal: TOM BRADY INTL	Terminal: TERMINAL 5	Distance (in Miles): 5456
Status: Confirmed			Meals: Est. emission: 400.96 kg CO2

Checked Baggage: Adult, 0 pieces - Adult, 0 pieces
Cabin Baggage: Adult, 1x23kg (50lbs) - Adult, 1x23kg (50lbs)

Passenger Name: _____ Seats: _____ eTicket Receipt(s): _____