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 your registered username (email address) and password:

ALEXANDER+ROBERTS

✉ travelpartner@alexanderroberts.com

✱ ••••••••••••••••••••••••

Forgot / Retrieve password?

OR

👤 First name

👤 Last name

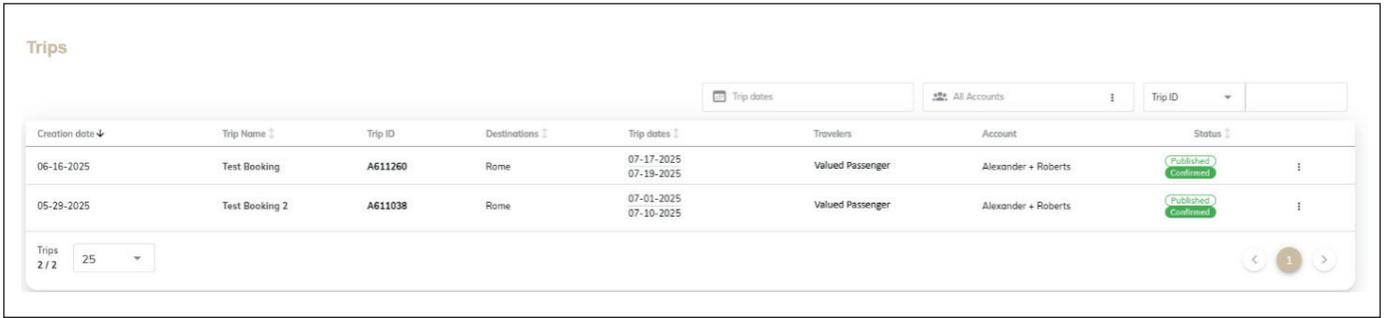✱ Booking #

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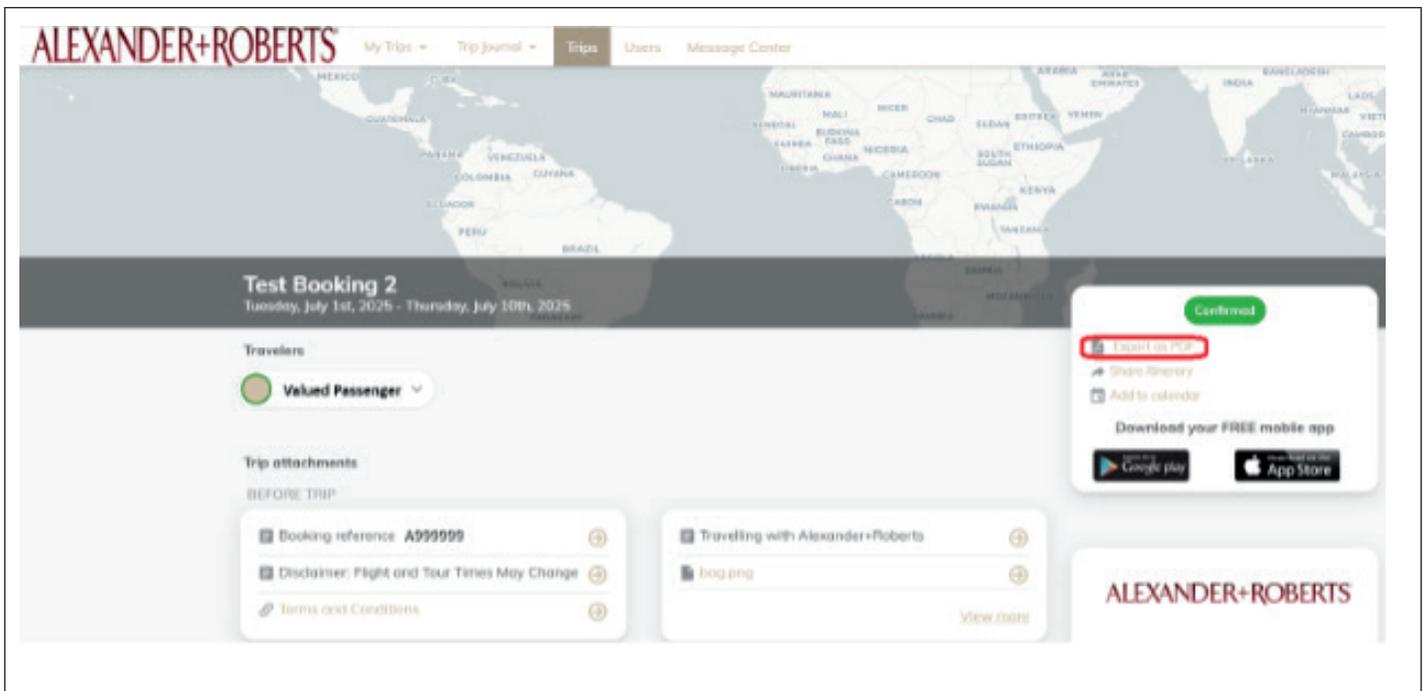
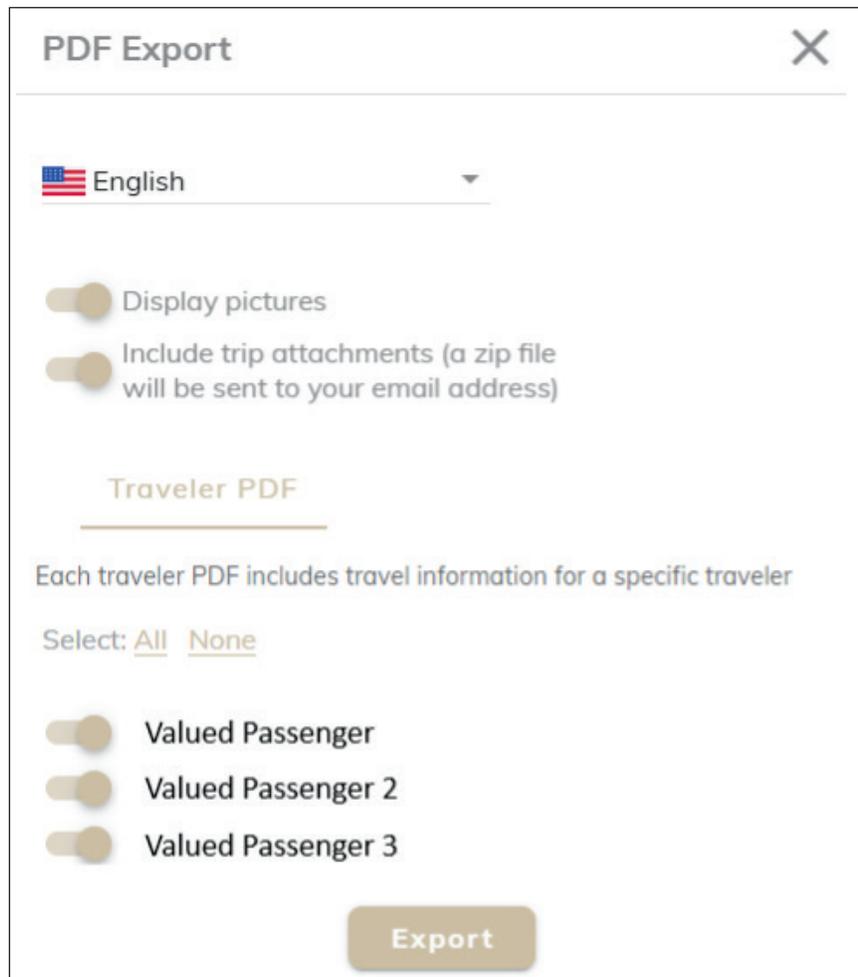**LOGIN**

Once logged in, select the booking for which you wish to print documents:

Once you have selected 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. You can also choose whether to create a PDF for an individual traveler, multiple travelers, or all travelers on the booking.

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

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. If you chose to export PDFs for multiple travelers, each one will have a separate link in the email.

ALEXANDER+ROBERTS

Hello,

Please find the trip details for Test Booking 2 by clicking the links to download the itinerary and other helpful information.

test-booking-2_Valued-Passenger_trip_attachments

test-booking-2_Valued-Passenger2_trip_attachments

test-booking-2_Valued-Passenger3_trip_attachments

The links will be valid for 24 hours.

Best Regards,

Alexander + Roberts

After download the documents, you'll be able to open them in any PDF reader and print from there.

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.

Travel documents

- Travel Reservation August 22
- Aria Hotel Budapest Voucher 05 September
- Aria Hotel Budapest Voucher 06-09 September
- Budapest to Vienna Rail Tickets

- Sans Souci Hotel Voucher
- Vienna to Prague Rail Tickets
- Andaz Prague by Hyatt Hotel Voucher

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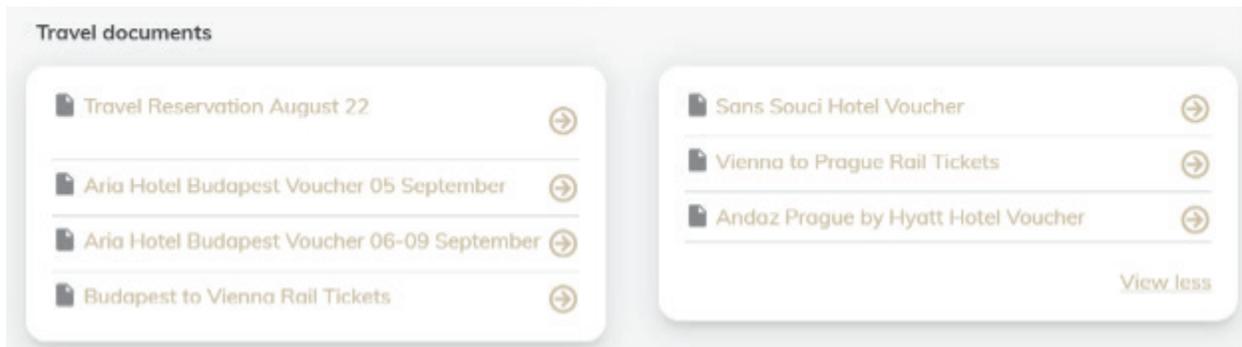
Each of these items must be printed individually. Click on an item will open it within a new browser tab on your computer.

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(s) 30min(s)	Departing At: 8:05pm (Fri, Aug 22)	Arriving At: 2:35pm (Sat, Aug 23)	Distance (in Miles): 5456 Meals: Meals Est. emission: 400.36 kg CO2
Cabin: Economy			
Status: Confirmed	Terminal: TOM BRADLEY INTL	Terminal: TERMINAL 5	

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

Passenger Name: Seats: eTicket Receipt(s):