



Message 1 – Pre Launch

Coming Soon: Comdata Hotel Network
An easy way to find, stay and pay for hotels

<COMPANY NAME> is pleased to announce that we'll soon be rolling out the Comdata Hotel Network.

This means you'll be able to use your existing Comdata Card to pay for hotel stays at a network of hotels nationwide.

The program even includes a convenient mobile app to help you easily and quickly find the best hotel options in your area – specifically identifying those with truck parking.

Watch for more details on this exciting new benefit!

Message 2 – At Launch

Introducing the Comdata Hotel Network

<COMPANY NAME> is excited to make it easier for you to find, stay, and pay for hotels!

We've partnered with Comdata to offer the Comdata Hotel Network. Beginning today, you should use your existing Comdata Card to pay for hotel stays at a nationwide network of more than 12,000 hotels. You also have access to a convenient mobile app to quickly and easily find the best hotel options in your area, including the ability to search for those with truck parking.

What do you need to do to get started?

- Download the Comdata Hotel Network app to your mobile phone – simply search for Comdata Hotel Network in the Google Play or Apple iTunes store.
- Sign in to the app using the last five digits of your Comdata Card number and your employee ID number.
- Search for a hotel in your area using the app.
- Present your Comdata Card to the front desk when you check in.

You should begin using the app and your card for hotel stays right away!

Have questions about the new program?

- Contact our team at <COMPANY DETAILS>
- Contact Comdata Customer Service at 1-800-741-2777



Message 3 – Post Launch

Have you downloaded the Comdata Hotel Network mobile app?
The Comdata Hotel Network is the easy way to find, stay and pay for hotels.

<COMPANY NAME> recently made a new benefit, the Comdata Hotel Network, available to you.

With this program, you use your existing Comdata Card to pay for hotel stays at a network of hotels nationwide. And you use the convenient Comdata Hotel Network mobile app to quickly find the best hotels in your area – including locations with truck parking.

- Download the Comdata Hotel Network app to your mobile phone – simply search for Comdata Hotel Network in the Google Play or Apple iTunes store.
- Sign in to the app using the last five digits of your Comdata Card number and your employee ID number.
- Search for a hotel in your area using the app.
- Present your Comdata Card to the front desk when you check in.

Download the app today and use your Comdata Card for hotel stays right away.