

OUR VIP TRAVEL CLUB - ELECTRONIC BOOKING FORM

Our electronic booking form is really easy! All you have to do is fill it in online (please make sure that names are the same as appear on your passport/s) and send it off to us with just one click!

No travel documents will be released under any circumstances until this form has been completed and returned to us.

PLEASE TAKE TIME, AND GET IT RIGHT

When completing our booking form please take time to get it right. In the event of changes having to be made to your booking (ie - incorrect spelling of names or any other personal information) a charge is payable.

OUR STANDARD BOOKING FEE

A standard \$12.50 per person booking fee applies to all bookings.

ALTERATIONS TO YOUR BOOKING

Once your booking has been confirmed and the deposit has been paid to secure the services required, **any** change/s that **you** may want to make can be done if possible, however a break-away fee will apply. We will advise the per person amount payable as it will vary on each booking.

NOTES ON BOOKING AND TRAVEL CONDITIONS

When you first make a payment towards your holiday to us, The Australian Travel & Trading Co., you accept, on behalf of all passengers in the booking, the Terms and Conditions of the tour/cruise operator involved in arranging your holiday. Each tour/cruise operator has their travel conditions on their website or in their brochure: please refer to them to make yourself aware of those conditions. Once we have received a payment from you, an agreement on those Terms and Conditions becomes effective between all passengers in the booking and the tour/cruise operator involved in your booking.

CANCELLATIONS

Cancellations must be made in writing and such notice is not effective until received in our office. Days of notice commence from the day notice is received (during office hours not being a week-end or public holiday) by us. Our standard cancellation fee of \$112.50 per person (and any commission due to us) applies to all bookings, plus charges made by the tour/cruise operator as per their Terms and Conditions.

TRAVEL INSURANCE

We strongly recommended that you purchase appropriate travel insurance once you have paid your deposit. Should you not purchase travel insurance, you will not be able to claim for any cancellation charges, medical costs and/or other expenses that may arise.

We offer VIP Travel Club members competitive rates on travel insurance. We can arrange it for you or you can buy it online on our website www.holidaysandtravel.com.au

FARES AND TAXES

Fares and taxes on all holiday packages may be subject to change due to factors beyond our control.

PASSPORTS, VISAS AND HEALTH

It is your responsibility to have a valid passport with the required validity after your return date. It is also your responsibility to check for yourself the requirements of the countries you will be visiting regarding entry visas, and to obtain them if required, as well as to comply with the health and vaccination requirements of those countries. Go to our Safe Travel page on our website for more information.

YOUR PRIVACY

We respect your privacy and we collect your personal information to fulfil your booking. We do not pass names, addresses and other contact details to third parties other than the tour/cruise operators involved in your travel.

THE AUSTRALIAN TRAVEL & TRADING COMPANY PTY LTD VIP TRAVEL CLUB BOOKING FORM

Please complete **ALL** questions. We must have all details correct so that your travel documents are issued with your correct details.
If changes have to be made, a charge is payable. **Please take time to get it right.**

Tour/Cruise Company name _____ Tour/Cruise code _____

Holiday name _____ Depart ___/___/___ Return ___/___/___

Have you travelled with the above company before? **Yes** ___ **No** ___ Have you booked with us before? **Yes** ___ **No** ___

PLEASE TICK THE ROOM OR CABIN TO SUIT YOUR NEED

Twin Beds ___ Double Bed ___ Guaranteed Single ___ Inside Cabin ___ Outside Cabin ___ Balcony Cabin ___

PASSENGER 1 Mr ___ Mrs ___ Miss ___ Ms ___

Names as on Passport First _____ Surname _____

Street Address _____ Suburb _____

State _____ Post Code _____ Phone Number () _____ Mobile _____

Email _____ Date of Birth ___/___/___ Age _____

Passport Number _____ Issue Date ___/___/___ Expiry Date ___/___/___

Nationality as on Passport _____ Country of Issue _____ Country of Birth _____

Frequent Flyer Num _____ Airline _____ Pension or Senior Card Num _____

Do you want us to arrange Travel Insurance? **Yes** ___ **No** ___

Do you require extra cover for an existing medical condition? (If yes we will send forms) **Yes** ___ **No** ___

Person to notify in case of an emergency Full Name _____ Relationship _____

Street Address _____ Suburb _____ State _____ Post Code _____

Phone Number () _____ Mobile _____ Email _____

Would you like us to register this person/s as a VIP Travel Club member? **Yes** ___ **No** ___

PASSENGER 2 Mr ___ Mrs ___ Miss ___ Ms ___

Names as on Passport First _____ Surname _____

Street Address _____ Suburb _____

State _____ Post Code _____ Phone Number () _____ Mobile _____

Email _____ Date of Birth ___/___/___ Age _____

Passport Number _____ Issue Date ___/___/___ Expiry Date ___/___/___

Nationality as on Passport _____ Country of Issue _____ Country of Birth _____

Frequent Flyer Num _____ Airline _____ Pension or Senior Card Num _____

Do you want us to arrange Travel Insurance? **Yes** ___ **No** ___

Do you require extra cover for an existing medical condition? (If yes we will send forms) **Yes** ___ **No** ___

Person to notify in case of an emergency Full Name _____ Relationship _____

Street Address _____ Suburb _____ State _____ Post Code _____

Phone Number () _____ Mobile _____ Email _____

Would you like us to register this person/s as a VIP Travel Club member? **Yes** ___ **No** ___

VIP Travel Club booking form © 2008

HOW TO MAKE YOUR PAYMENT - WE HAVE THE FOLLOWING OPTIONS

- 1: You can pay by Internet transfer from your account direct into our Trust account. **Call 1800 801 864 for details**
Yes ___ I/we will pay our Deposit ___ Or our Full Payment ___ **by Internet Transfer into your Trust Account**
- 2: You can pay cash/cheque direct into our Trust Account at any National Australia Bank. **Call 1800 801 864 for details**
Yes ___ I/we will pay our Deposit ___ Or our Full Payment ___ **by Cash ___ by cheque ___ into your Trust Account**
- 3: You can Post us a Bank Cheque, Personal cheque or Money Order made to: **The Australian Travel & Trading Co**
Yes ___ I/we will **Post** our Deposit ___ Or our Full Payment ___ **by Bank Cheque, Personal Cheque or Money Order**
- 4: If paying by Credit Card a surcharge of 2% applies (American Express 3.5%)
Yes ___ I/we authorise you to debit my Bankcard ___ Master Card ___ Visa Card ___ American Express ___
Note: For security your card details cannot be sent via this form **please call 1800 801 864.**

Completed by _____ Date ___/___/___

SUBMIT

PRINT