

TRADE TRAVEL - DOMESTIC PASSENGER BOOKING FORM



This Passenger Booking Form is to be completed by each individual passenger and is to be submitted with your Tour Payment Form. Please print your details clearly using **BLOCK LETTERS**.

RESERVATION FORM & BOOKING CONDITIONS

Date: _____ Tour Departure Date: _____
Club Name: _____ Tour Name: _____

Important – Please use names as reflected on your photo ID to complete the following:

TOUR PASSENGER DETAILS:

Title: _____ First Name: _____
Preferred Name (For Badge): _____
Last Name: _____
Do you require a Trade Travel Name Badge: Yes No
Address: _____
Town/City: _____
State: _____ Post Code: _____
Phone: _____
Mobile: _____
Email Address: _____
Date of Birth: _____
Frequent Flyer Program: _____
E.g. Qantas, Velocity
Frequent Flyer No.: _____
Rooming Type: Double Twin
 Single Supplement
Sharing With: _____

SPECIAL REQUIREMENTS:

Dietary/Allergies (e.g. Gluten Free): _____

Medical (e.g. Sleep Apnea): _____

Medical conditions that could affect your ability to participate in the tour must be advised.

Special Requests (not guaranteed): e.g. Ground Floor _____

Can you climb stairs? Yes / No
Can you get into and out of a boat, train or bus? Yes / No
Can you climb into a bath? Yes / No

NEXT OF KIN - EMERGENCY CONTACT:

Name: _____
Address: _____
Contact Details: _____
Relationship: _____

TOUR PASSENGER DETAILS:

Title: _____ First Name: _____
Preferred Name (For Badge): _____
Last Name: _____
Do you require a Trade Travel Name Badge: Yes No
Address: _____
Town/City: _____
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Phone: _____
Mobile: _____
Email Address: _____
Date of Birth: _____
Frequent Flyer Program: _____
E.g. Qantas, Velocity
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NEXT OF KIN - EMERGENCY CONTACT:

Name: _____
Address: _____
Contact Details: _____
Relationship: _____

Please sign below to acknowledge that you have read, understood, and accepted the **Trade Travel** terms & conditions.

Signature: _____ Date: _____ Signature: _____ Date: _____

PLEASE POST YOUR COMPLETED FORM TO TRADE TRAVEL

Victoria: PO Box 1137 Mildura VIC 3502 | **Queensland:** PO Box 1715 Noosaville BC QLD 4566

Freecall: 1800 034 439 | **Fax:** 03 5022 7993 | **E-mail:** groups@tradetravel.com

Website: www.tradetravel.com.au | **ABN:** 91 061 591 375

TRADE TRAVEL PASSENGER PAYMENT FORM



PASSENGER & TOUR DETAILS:

Passenger 1 Full Name: _____

Passenger 2 Full Name: _____

Tour Details: _____

PAYMENT DETAILS:

Would you like your receipt emailed: Yes No

Payment Type

Deposit Full Payment

Payment Method Direct to Trade Travel

Cash Amount \$ _____

Cheque Amount \$ _____

Cheque No: _____

Direct Deposit Amount \$ _____

Date Deposited: _____

NAB BSB No: 084 917 Account No: 86382 1525

Account Name: Trade Travel Client Trust Account

*** Please use your name & tour destination as the reference e.g. Jones - Norfolk Island**

Credit Card Amount \$ _____

Visa (incurs a 1% surcharge)

MasterCard (incurs a 1% surcharge)

Amex (incurs a 1.85% surcharge)

(Please note: We do not accept Diners Club Card)

TO HELP PROTECT YOUR SECURITY!

If you wish to pay using your credit card please tick the appropriate box above and advise amount.

Once we receive your payment form we will give you a call and process your credit card payment over the phone.

PASSENGER DECLARATION:

By completion and return of this form, I hereby verify all the above details are true and correct to the best of my knowledge and forward my payment details for the arrangements of my tour.

Signature: _____ Date: _____

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GROUP TERMS & CONDITIONS

Please retain this page for your own records.



CANCELLATION OF YOUR BOOKING

The reservations we make on your behalf are subject to cancellation fees from hotels, attractions, and associated companies etc, making it necessary to enforce strict cancellation policies. If you cancel a reservation anytime prior to the departure of your tour the following cancellation fees will apply:

Any unused portion of monies paid are refundable 90 days or more prior to departure date.

89 days or less prior to departure 100% cancellation fee will apply.

Please note we strongly recommend you take out adequate travel insurance to cover you against these cancellation fees in the unfortunate event that you have to cancel your participation on the tour.

INCLUDED IN YOUR TOUR PRICE

All travel, accommodation, sightseeing and meals as specified in your itinerary and on your confirmation letter.

NOT INCLUDED IN YOUR PRICE

Optional touring, items of a personal nature including travel insurance, excess baggage, laundry, drinks, and personal phone calls.

INSURANCE

We strongly recommend that you take out travel insurance to cover against illness or accident, cancellation, loss of luggage etc. Contact Trade Travel for a free quote.

SINGLE TRAVELLERS

For single travellers willing to twin share, we will endeavour to match you with a travelling companion however if we are unable to provide a companion for you to share with then a single supplement will apply. Unfortunately our hotel, cruise & rail suppliers do not accept forced singles so we are bound to charge all single rooms a supplement.

CHANGES TO THE TOUR ITINERARY

Trade Travel reserves the right to alter or omit any part of the itinerary or change the reservation, features and/or means of conveyance without notice. Trade Travel reserves the right to cancel the tour should it not reach minimum numbers and clients will be notified prior to departure should this occur.

RESPONSIBILITY

Trade Travel does not accept liability for failure on the part of transportation companies, hotel contractors and other principles whose responsibility is confined to their own operations. All ticket coupons and orders are furnished and issued subject in all respects to those terms and conditions under which the means of transportation or other services provided thereby are offered or supplied by owners, operators, public carriers, management agents or agents.

CONFIRMATION LETTER TERMS & CONDITIONS

These terms and conditions are provided at the time of promotion, however your Confirmation Letter will override any Terms and Conditions raised on this booking form. Please refer to your Confirmation Letter for the most up-to-date booking conditions, change fees and cancellation fees, as these will be applied as necessary.