



TERMS & CONDITIONS/ CREDIT CARD AUTHORIZATION

PAYMENTS: A minimum deposit of \$250 per person is required at the time booking is confirmed. In addition, published airline tickets must be paid in full at time of deposit to guarantee the fare. Full payment must be made 60 days prior to departure. Bookings made within 60 days of departure are subject to immediate full payment. Any additional required supplier deposits will be advised upon confirmation.

FORMS OF PAYMENT: Payment may be in made in cash, agency check, MasterCard, Visa, American Express and Discover credit cards. All returned checks are subject to a \$30 service charge.

PRICES INCLUDE: The services of Way To Go, our local representatives, handling fees and taxes. All prices are subject to change without notice. All itineraries are package priced and no further price breakdowns can be provided.

NOT INCLUDED: Our package rates do not include portage, tips, alcoholic beverages, laundry, items of personal nature, \$20 per person departure tax for Panama, \$35 per person for Belize, and \$26 per person for Costa Rica unless otherwise specified in the client's itinerary.

DOCUMENTS: All travel documents will be shipped 30 days prior to travel provided the terms and conditions were signed and on file prior to the 30 days. Last minute bookings are subject to a \$35 overnight fee.

CHANGE FEES: Changes made to confirmed reservations once deposit has been received are subject to a fee of \$25.00 per person per revision plus any penalties assessed by the airlines, hotels and tour operators.

CANCELLATION POLICY:

- Cancellation of guaranteed land bookings received 45 or more days prior to travel will be subject to \$150 per person fee.
- Cancellation of guaranteed land bookings received 45 or more days prior to holiday travel will be subject to \$200 per person fee.
- Cancellation of guaranteed land bookings received between 44-30 days prior to travel will be subject to a cancellation fee of 50% of the total package price.
- Cancellation of guaranteed land bookings received within 30 days prior to travel is will be subject to a cancellation fee of 100% of the total package price.
- Cancellation penalty will apply to any additional supplier imposed penalties.
- Cancellation penalties for the airline tickets are subject to the rules of the specific airline fare.

REFUNDS: No refund will be given for any unused portion of the itinerary. No refunds will be made if improper documentation results in denied boarding or entry. No refunds or adjustments will be made for any changes, cancellations or modifications of services provided in this itinerary, if such changes are made by the tour participant during the cancellation period or while on the tour. Travelers making any payments by credit card agree that by presenting their credit card number and billing address, they agree to the terms and conditions listed here and agree not to request any charge backs on the card until any disputed matters are resolved with Way To Go.

TRAVEL INSURANCE: Way To Go strongly recommends the purchase of travel insurance. Our Travelex TraveLite insurance policy covers per person: trip cancellation up to \$30,000; trip interruption up to \$45,000; trip delay/missed connection up to \$750; itinerary change up to \$250; emergency medical benefits, medical expense & medical evacuation/repatriation up to \$50,000; baggage up to \$1000, baggage delay up to \$250, 24-hour AD&D up to \$10,000; common carrier AD&D up to \$50,000; and also includes travel assistance & concierge services. Optional upgrades are also available on this policy.

WAY TO GO RESPONSIBILITY: Way to Go, and/or their agents and offices, and/or suppliers of services, pursuant to or in connection with these itineraries, shall act only as agents for passengers and do not assume any liability whatsoever for any injury, damage, death, loss, accident, or delay to person or property, due to an act of negligence or of default, or any hotel, carrier, restaurant, company, or person rendering any of the services included in the tour, or by act of God. Further, no responsibilities are accepted for any damage or delay due to sickness, pilferage, labor disputes, machinery breakdown, quarantine, government retrains, weather or omissions, delays, rerouting or acts of any government or authority.

Passengers' Names: _____

Travel Dates: _____ **Cardholder's Name:** _____

Billing Address: Street _____ City _____ State _____ Zip _____

I hereby authorize Way To Go to apply a charge to this credit card for the amount of US\$ _____

Credit Card Type (circle one): Visa MasterCard American Express Discover

Credit Card Number: _____ **Exp. Date** _____

I take full responsibility for the above-mentioned charges and accept the above terms and conditions.

Client Signature: _____ **Date:** _____

*******Attention: Travel Agent*******

Please keep in mind the following suggested checklist: **Spelling of passengers' names as they appear on their passport**, travel dates, inbound and outbound city pair, Land itinerary.

Upon signing this document, you as the travel agent are confirming that the aforementioned information is correct. Way To Go will not issue airline tickets or documents before we receive this document signed. Once this document has been received, Way To Go will not assume any financial responsibility on any error. Please sign below and fax to: **919-787-1952**.

Travel Agent Signature: _____