

<b>Our Vacation Centre Details</b>	
Consultant:	Fax:
Email:	

**No reservation can be confirmed until the completed booking form, copy of passport and full deposit is received by Our Vacation Centre.**  
 The name(s) that appear on this booking form are used for ticketing purposes and therefore **MUST** appear exactly as per passport. Any errors in name(s) will incur ticket reissue fees which are at passengers' own expense.

<b>Passenger 1</b>			
Title:	Surname:	First Name:	Birth Date:
Postal Address:			Post Code:
Telephone: Home/Business:		Mobile:	
Email:			
Nationality:	Passport Number:	Passport Expiry Date:	
<b>Emergency Contact Details</b>			
Name:	Telephone:	Relationship to Passenger:	
<b>Declaration</b>			
I have read, understand and agree to abide by the terms, conditions and responsibilities as outlined.			
Name:		Signature:	Date:

<b>Passenger 2</b>			
Title:	Surname:	First Name:	Birth Date:
Postal Address:			Post Code:
Telephone: Home/Business:		Mobile:	
Email:			
Nationality:	Passport Number:	Passport Expiry Date:	
<b>Emergency Contact Details</b>			
Name:	Telephone:	Relationship to Passenger:	
<b>Declaration</b>			
I have read, understand and agree to abide by the terms, conditions and responsibilities as outlined.			
Name:		Signature:	Date:

• 3rd and/or 4th passenger. For additional persons travelling please photocopy this page. Complete the details, sign and attach to your original

**GENERAL TERMS AND CONDITIONS FOR TRAVEL BOOKINGS**

Although **Our Vacation Centre (OVC)** takes all care in informing members and guests of the most up to date and correct information it remains the responsibility of the clients to ensure that they are familiar with all terms and conditions relating to individual travel products, passport, visa and immigration issues, health and customs requirements associated with their travel.

Following is an overview of general items for you to consider in relation to your travel, however the overview may not be absolute in its content and clients must thoroughly check all details in regard to their travel plan. OVC are happy to assist you in regard to any clarifications or other information you require.

1. It is the responsibility of the client to ensure booking details are correct and all passenger names are correct and match passports. Name changes and booking changes incur penalties and will be required to be paid by the traveller if incorrect information has been supplied to OVC.
2. Visas and passports are the responsibility of the client. We can assist with this service - fees apply. Please ask your consultant for details.
3. Passports must be valid for 6 months from return date.
4. If you are not travelling on an Australian passport you may require an Australian re-entry visa. This is your responsibility to obtain prior to departure.
5. All reservations are made in accordance with current schedules. Any change in scheduling or delays and the resulting impact on arrangements are not the responsibility of Our Vacation Centre.
6. Quotes are valid for 7 days excluding airfares and cruises, which are valid at the time of quoting only. No prices are guaranteed until full payment has been received by Our Vacation Centre.
7. Credit card surcharges apply, the amounts displayed exclude any credit card merchant fee surcharges. A signed credit card authority form will be required upon booking.
8. Terms and conditions apply to all bookings. It is the responsibility of the client to request and familiarise themselves with the terms & conditions for their particular travel.
9. Cruises are subject to availability. Fuel surcharges are levied as per the rules of the individual Cruise line and may be applied at any time prior to sailing.
10. Your booking may be cancelled if the deposit and/or final payment is not received by the required date stipulated by the supplier or Our Vacation Centre.
11. All government fees, port charges, surcharges and taxes are subject to change without notice until final payment is made and documents have been issued.
12. Cancellation and amendment fees apply to all bookings once a deposit has been received - please see attached fees schedule.
13. It is the responsibility of the client to ensure they are aware of the latest travel advice issued by the Australian Government and the latest health information for the destinations to which they are travelling. Information can be found at The Department of Foreign Affairs and Trade at [www.dfat.gov.au](http://www.dfat.gov.au) and Travel Doctor [www.traveldoctor.com.au](http://www.traveldoctor.com.au)
14. Our Vacation Centre strongly recommends that clients purchase adequate travel insurance cover for their destinations. Travel Insurance is strongly recommended to be taken at time of booking. Should you decline insurance offered by OVC, we will then require a signed insurance waiver form and be supplied with your current insurance number.



**Address.**  
 PO BOX 3065  
 Westfield TC, Helensvale,  
 QLD, Australia, 4212

All travel is facilitated through:  
 'Our Vacation Centre - Pty Ltd  
 ABN# 54 105 542 176  
 Travel Lic#3008099

TCF# 4/8461  
 Travel in New Zealand fulfilled by  
 Gilpin Corporate Travel Ltd  
 IATA # 24-3 4266 2

## Our Vacation Centre

Please note all fees are non-refundable and are in addition to any fees levied by suppliers or airlines. Discounted Domestic, Trans-tasman and South Pacific airfares are most often non-refundable. Some airfares do not permit any changes. Please be sure to check the restrictions on your travel booking with your consultant.

### Booking Fees

Domestic flights*	\$	22.00	per person
Trans-tasman & South Pacific flights*	\$	22.00	per person
International non-commissionable flights	\$	33.00	per person

(\* not applicable to bookings on Virgin Blue)

### Amendment Fees/Document Reissue fees (excluding any increase in price)

Land only	\$	55.00	per booking
Domestic Airfare	\$	11.00	per person
International Airfare	\$	88.00	per person
Domestic Holiday Package	\$	55.00	per booking
International Holiday Package	\$	88.00	per booking

### Cancellation Fees (when booking qualifies for refund)

Land only	\$	55.00	per booking
International Airfare	\$	275.00	per person
Domestic Holiday Package	\$	110.00	per person
International Holiday Package	\$	275.00	per person

### Miscellaneous Fees

Land Late Booking Fee (any travel inside 5 working days)	\$	33.00	per booking
Visa Service (in addition to courier fee & actual visa cost)	\$	55.00	per person/1st visa
	\$	22.00	per person/each additional visa

#### PAYMENT OPTIONS

##### • CREDIT CARD

VISA, MASTERCARD	Surcharge	1.5%
AMERICAN EXPRESS, DINERS	Surcharge	3.5%

A signed credit card authority form is required before any card payments will be processed.

##### • DIRECT DEPOSIT

BANK	Westpac
ACCOUNT NAME	Our Vacation Centre
BSB	034-660
ACCOUNT NUMBER	195523
REFERENCE	Your consultant's name

If paying by Direct Deposit you MUST advise the relevant details to your consultant once payment is made, either by phone/email, so that we may correctly credit your file.



Please contact your consultant for BPay reference details you will need. BPAY takes up to 3 working days to show on our account so please ensure you allow for this.