

Travel Details:

Reservation Numbers:

Total Travel Cost: \$

Departure Date: / / 2 0

Pay Over: 2 monthly 3 monthly 4 monthly 5 monthly 6 monthly

Choose 2, 3, 4, 5 or 6 equal instalments

- Your first instalment and establishment fee will be processed upon set up within the next few days.
- Your subsequent instalments will be processed on the same date of subsequent months.
- Your final scheduled instalment date must be at least 14 days before your departure date.

Must be completed

Is any portion of this travel not refundable if it is cancelled as late as the final instalment date?

Yes. If yes, about how much is non-refundable? \$ or No: 100% is refundable if cancelled before the final instalment.

Customer Details – Credit / Debit Cardholder:

Customer Name:

Date of Birth:

For ID purposes only

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Customer Address:

No PO Boxes

Email Address:

Mobile Phone Number: 04

Home Phone Number: (0)

Credit Card / Debit Card Details:

We Accept:



Credit Card /

Debit Card:

Expiry Date: /

Name on Card:

Cardholder Signature:

Application Checklist:

Include:

- Front & back photocopy of your credit or debit card
- Photocopy of front of your photo ID (driver's licence or passport or similar)
- All reservation documents & invoices (including cancellation terms)

Check:

- The last scheduled instalment is at least 14 days before the departure date
- I acknowledge the first instalment will be processed within a few days
- Please ensure funds are available on your credit card

Customer Declaration:

I hereby register with TravelPay (TP) & request TP to process from my nominated card in accordance with this Customer Set Up Form (CSF). I understand that there is a non-refundable establishment fee of \$100, which will be charged upon set up of this facility and a card processing fee of 2.5% (incl. GST) which will be added to each payment transaction. By signing this form, I confirm the information above is true and correct, that I have read, understand and agree to be bound by the CSF and the TravelPay Customer Terms and Conditions available on www.travelpay.com.au. I provide a non-revocable authority to TravelPay to my travel agent (including for cancelling or amending my travel) until all instalments have been successfully paid. I relinquish my right to contest the purchase or to cancel payment on my credit or debit card and understand that there will be a \$50 dishonour fee in the event of any failed payment. If a payment fails, TravelPay will attempt to contact you to organise another payment but your travel will be cancelled and forfeited if the required amount due is not successfully processed within 5 days.

Customer Signature:

Date: / / 201

Travel Agent Details:

Travel Agent Office:

Phone Number:

Consultant Name:

Email:

Consultant ID:

Travel Agent Declaration:

I agree to be bound by my TravelPay Agent Activation Form and the Travel Agent Terms and Conditions (as provided to me and as available by emailing info@travelpay.com.au). I declare that the information in this TravelPay application is true and correct and that I have made the required arrangements to book the documented travel for the customer. I agree that no additional charges may be subsequently applied to the customer's travel booking (including currency surcharges or price increases but not including cancellation or change fees) once this application has been accepted by TravelPay. I agree to receive and act immediately upon any instructions from TravelPay in relation to this booking including cancelling or amending bookings, and to obtain and return to TravelPay all available refunds in applicable circumstances including a failure of the customer to successfully pay the TravelPay instalments.

Travel Agent Signature:

Date: / / 201

RETURN FORM BY: Scan & Email: info@travelpay.com.au

Remember to include copies of your reservation documents (including cancellation / refund terms) and the front & back of your credit or debit card, and the front of your driver's licence or similar photo ID.

We will confirm acceptance of your application within 3 business days.

Queries: Email: info@travelpay.com.au or Call: (02) 9556 7580