

WTG Terms and Conditions

Credit Card Authorization Form



Attention Travel Agents

Please note: Providing us with names as they appear on their passport, accurate travel dates and flight information (when booked directly) will help in setting up meet and greets, car rentals and transfers and help to prevent any missed arrangements.

Upon signing this document, you as the travel agent are confirming that the information below is correct. Way To Go will not issue airline tickets before we receive this document signed. Once this document has been received, Way To Go will not assume any financial responsibility on any error.

PAYMENTS: A minimum deposit of \$250 pp is required at the booking's confirmation. Published airline tickets must be paid in full at the 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 made in cash, agency check, Mastercard, Visa, American Express and Discover Cards. Returned checks are subject to a \$30 service fee.

PRICES INCLUDE: Way To Go services, local representatives, handling fees and taxes. All prices are subject to change without notice. All itineraries are package priced and cannot be broken down.

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

DOCUMENTS: Travel documents are shipped 30 days prior to the travel providing we have a signed terms and conditions on file. Last minute bookings are subject to a \$35 fee for overnight shipping.

CHANGE FEES: Changes to confirmed reservations once deposits have been paid are subject to a fee of \$25 per person/per revision plus any penalties by the airlines, hotels, and tour operators.

CANCELLATION POLICY:

-Cancellation of guaranteed land bookings received 60 or more days prior to travel will be subject to \$150 per person fee.

-Cancellation of guaranteed land bookings received 60 or more days prior to holiday travel will be subject to \$250 per person fee.

-Cancellation of guaranteed land bookings received between 59-45 days prior to travel will be subject to a cancellation fee of 50% of total package price.

-Cancellation of guaranteed land bookings received within 45 days prior to travel 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 airlines fare.

REFUNDS: No refund will be given for any unused portion of the itinerary. No refunds for improper documentation resulting 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 charge backs on the card until any disputed matters are resolved by Way to Go.

TRAVEL INSURANCE: WTG strongly recommends the purchase of travel insurance. Our Travel Ex Travel Select insurance policy covers per person: trip cancellation up to \$25,000; trip interruption up to \$37,500; 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 hr AD&D up to \$25,000; and also includes travel assistance & concierge services. Optional upgrades are also available for Cancel for any reason.

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 damages or delay due to sickness, pilferage, labor disputes, machinery breakdown, quarantine, government restraints, weather or omissions, delays, rerouting or acts of government or authority.

Passenger's Names: _____

Flight Info (Land Only Bookings): _____

Travel Dates: _____ Cardholders Name: _____

Billing Address: _____ City _____ State _____ Zip _____

I hereby authorize WTG/Destination Costa Rica to charge to this credit card for the amount of:

Deposit US \$ _____ Date _____ Payment US \$ _____ Date _____

Credit Card Number: _____ Exp: _____ SEC _____

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

Clients Signature: _____

*****PLEASE SIGN AND SCAN BACK TO PAUL@WAYTOGOCOSTARICA.COM
OR FAX THIS FORM TO 919-787-1952*****

Check this box only if WTG is purchasing insurance for your clients.

Please list the full name and birthdate of all passengers in the booking for new TSA Air Regulations:

_____	_____
_____	_____
_____	_____
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