



Travel Agent Trip Registration Form

AGENT CONTACT INFORMATION

Name _____ Street Address _____
 City _____ Prov/State _____ Country _____ Post Code _____
 Res Tel _____ Bus Tel _____ Cell Tel _____
 Email _____ Age _____ Height _____ Weight _____ Gender _____

GUEST INFORMATION

2 _____ Email _____ Age _____ Height _____ Weight _____ Gender _____
 3 _____ Email _____ Age _____ Height _____ Weight _____ Gender _____
 4 _____ Email _____ Age _____ Height _____ Weight _____ Gender _____
 5 _____ Email _____ Age _____ Height _____ Weight _____ Gender _____

Rooming Preference - (1 Bed, 2 Beds, etc.) _____

☐ I am Solo ☐ Willing to Share ☐ Request Single Supplement (Details on Each Trip Web Page)

Note - Please add additional trips or guest names & details to the comments section below.

TRIP INFORMATION

Trip Name #1 _____ Date of Trip #1 _____
 Trip Name #2 _____ Date of Trip #2 _____
 Trip Name #3 _____ Date of Trip #3 _____
 Trip Name #4 _____ Date of Trip #4 _____

I will be needing additional personalized travel arrangements before or after my trip - ☐ Y ☐ N

**Travel Agent Trip Registration Form****CREDIT CARD PAYMENT AUTHORIZATION**

This is to verify that I (print name) _____ hereby authorize Island Expeditions Co Ltd. to charge my credit card for a deposit amount of \$300 per person to confirm my/our space.

Name (as it appears on the credit card) _____ (☐ Visa or ☐ MasterCard)

(Card Number) _____ (Exp. Date) _____ CCV _____

Cardholder's email _____ Cardholder's Zip / Postal Code _____

Signature (of credit card holder) _____

Please be aware that some US financial institutions charge card holders a 'foreign transaction fee' on US currency credit card transactions even though no currency conversion takes place. Please check with your financial institution to see if this applies to you.

COMMENTS / ARRANGEMENT NOTES:

Please tell us how you heard about Island Expeditions _____

Have you or your guests travelled with Island Expeditions before? ☐ Y ☐ N If so, when? _____

Which trip? _____



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Once your registration form has been received, we will send a confirmation e-mail that includes links to important pre-trip information, plus links to a medical form and liability waiver document. **If you do not receive our trip confirmation email within 2 business days, please contact our office.** The medical and liability waiver form needs to be received by our office at least 30 days prior to your trip departure.

TERMS & CONDITIONS

I have read carefully and fully understand the contents of this registration form as well as the conditions listed herein including the cancellation and refund policies. I also understand that I must complete and sign a medical form and release of liability prior to trip departure. I understand that I will receive an invoice with a final balance and due date from Island Expeditions Co. I hereby acknowledge that if my final payment is not received by the due date indicated on my invoice, I authorize Island Expeditions Co. to charge the balance owed to the credit card I have provided above.

Payment and Cancellations

Our payment policy provides flexibility and peace of mind when you book your next adventure vacation.

'Life Time' Trip Deposit

A \$300 'Life Time' deposit for each traveler is required to reserve your place. If you need to delay or cancel, your deposit can be transferred to any future scheduled Island Expeditions trip.

Payment and Cancellation

Balance of payment is due 60 days prior to the trip departure. If you cancel your trip within 60 days of your departure the following refund schedule applies:

- 60+ days prior to departure: your initial deposit is safe and can be used in the future.
- 30 -59 days prior to departure: 50% of the full trip cost is retained.
- 29- 0 days the full amount of the trip cost is retained

Your Life Time Trip deposit remains valid and can be used when you reschedule.

We strongly recommend you purchase airfare, trip cancellation and travel medical insurance.

Island Expeditions Co Ltd Life Time Deposit & Cancellation Terms
<https://www.islandexpeditions.com/book-your-trip/payments-and-cancellations/>

Signature _____

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