

# SwanTours Booking Form 2019/20

## How to book your SwanTour

1. Please call us on 01805 603706, and we will make a reservation for you.
2. When calling, please don't hesitate to ask for any advice or information you may need to ensure that the holiday you have chosen is right for you.
3. Please make sure you have read the booking conditions, to familiarise yourself with our terms of business.
4. Now please fill in the tour title and departure date of the tour you have booked.

Tour title _____	Departure date <input type="text"/>
Tour title _____	Departure date <input type="text"/>
Tour title _____	Departure date <input type="text"/>

5. Next, please list the names, addresses, seat numbers you were allocated, and pick-up point of each person travelling.  
If any member of your party declines our travel insurance, they must provide the name and policy number of an alternative insurer.

### SwanTour Traveller 1

Title _____	Initials _____	Forename(s) _____	Room type: Double <input type="checkbox"/>	Twin <input type="checkbox"/>	Single <input type="checkbox"/>
Surname _____			(1 large bed) (2 single beds)		
Address _____					
_____					
Postcode _____	Date of birth <input type="text"/>		Pick up point (if not home address) _____		
_____					
Postcode _____					
Tel (inc. Std code) _____					
Email address _____					
Allocated seat numbers: Tour 1 <input type="text"/> Tour 2 <input type="text"/> Tour 3 <input type="text"/>					
I require your travel insurance Yes <input type="checkbox"/> No <input type="checkbox"/>					
If NO please supply alternative insurer's name _____					
_____					
Policy no. _____			Expiry date _____		

### SwanTour Traveller 2

Title _____	Initials _____	Forename(s) _____	Room type: Double <input type="checkbox"/>	Twin <input type="checkbox"/>	Single <input type="checkbox"/>
Surname _____			(1 large bed) (2 single beds)		
Address _____					
_____					
Postcode _____	Date of birth <input type="text"/>		Pick up point (if not home address) _____		
_____					
Postcode _____					
Tel (inc. Std code) _____					
Email address _____					
Allocated seat numbers: Tour 1 <input type="text"/> Tour 2 <input type="text"/> Tour 3 <input type="text"/>					
I require your travel insurance Yes <input type="checkbox"/> No <input type="checkbox"/>					
If NO please supply alternative insurer's name _____					
_____					
Policy no. _____			Expiry date _____		

### SwanTour Traveller 3

Title _____	Initials _____	Forename(s) _____	Room type: Double <input type="checkbox"/>	Twin <input type="checkbox"/>	Single <input type="checkbox"/>
Surname _____			(1 large bed) (2 single beds)		
Address _____					
_____					
Postcode _____	Date of birth <input type="text"/>		Pick up point (if not home address) _____		
_____					
Postcode _____					
Tel (inc. Std code) _____					
Email address _____					
Allocated seat numbers: Tour 1 <input type="text"/> Tour 2 <input type="text"/> Tour 3 <input type="text"/>					
I require your travel insurance Yes <input type="checkbox"/> No <input type="checkbox"/>					
If NO please supply alternative insurer's name _____					
_____					
Policy no. _____			Expiry date _____		

## SwanTour Traveller 4

Title \_\_\_\_\_ Initials \_\_\_\_\_ Forename(s) \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Date of birth

Tel (inc. Std code) \_\_\_\_\_

Email address \_\_\_\_\_

Allocated seat numbers: Tour 1  Tour 2  Tour 3

Room type: Double  (1 large bed) Twin  (2 single beds) Single

Pick up point (if not home address) \_\_\_\_\_

Postcode \_\_\_\_\_

I require your travel insurance Yes  No

If NO please supply alternative insurer's name \_\_\_\_\_

Policy no. \_\_\_\_\_ Expiry date \_\_\_\_\_

**6. To help us make sure everything is to your complete satisfaction, please let us know if you have any special requirements - and we will endeavour to arrange these for you.** (We are very pleased to pass on requests to hotels i.e for lower floor rooms etc., but unfortunately we cannot guarantee that these will always be met. If therefore your request is a condition of your booking, please advise us and we will contact the hotel(s) to obtain their confirmation that they can accommodate).

Traveller 1 \_\_\_\_\_ Traveller 2 \_\_\_\_\_

Traveller 3 \_\_\_\_\_ Traveller 4 \_\_\_\_\_

### 7. Will you be bringing any additional items of luggage, ie. wheelchair, walking aids etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 8. Remittance (see below for payment options).

Deposit required £50.00 per person

Insurance required £ ..... per person

Remittance (see below if paying by credit/debit card)

	No. of persons	Total
Deposit	per person @ £	£
Insurance	per person @ £	£
Full remittance	per person @ £	£
Total enclosed		£

### 9. How to make a payment

We accept payment by bank transfer, debit card, cheque or cash. Details for each type of payment are as follows:

**Bank transfer:** please make the payment to the following account.

**Account name:** SwanTours

**Sort code:** 20-04-59

**Account number:** 43237249

**Please quote tour name as a reference.**

**Payment by cheque:** cheques should be made payable to SwanTours and sent to:

SwanTours, Grange Lane, Merton, Okehampton, Devon EX20 3ED

**Please write your surname and tour name on the back of the cheque.**

**Payment by card:** if you wish to pay by card please call 01805 603706. Please note we are no longer able to accept credit card payments for final balances.

If you are travelling on your own, it would be useful to have the contact name/telephone number/email address of a friend/relative.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Contact No. \_\_\_\_\_ Email address \_\_\_\_\_

On behalf of the above mentioned persons I confirm that I/We have read the booking terms and conditions detailed and we have also read and understood the insurance declaration.

Signed \_\_\_\_\_ Date

**10. Now please send this form, together with your insurance, deposit or the full amount if you are booking within six weeks of travel (eight weeks for Eire Tours and Continental Tours), to: SwanTours, Grange Lane, Merton, Okehampton, Devon EX20 3ED.**