



Travel Agent Trip Registration Form

AGENT CONTACT INFORMATION

Agency Name _____ Booking Agent _____

Email _____ Website _____

Street Address _____

City _____ Prov/State _____ Post Code _____ Country _____

Bus Tel _____ Fax Tel _____ Toll-Free _____

GUEST INFORMATION

1 _____ Email _____ Age ____ Height ____ Weight ____ Gender ____

2 _____ Email _____ Age ____ Height ____ Weight ____ Gender ____

3 _____ Email _____ Age ____ Height ____ Weight ____ Gender ____

4 _____ 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



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GUEST 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 \$200 per person to confirm my/our space. I authorize Island Expeditions to charge my credit card the final balance \$ _____ (minus the deposit taken) 60 days prior to my trip start date. I also authorize Island Expeditions to charge my card for incidentals, added to my account after my final balance is due.

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

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

Signature (of credit card holder) _____

Please be aware that some US financial institutions have recently begun charging 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 Co. _____

Have you travelled with Island Expeditions Co. before? Y N If so, when? _____

what trip? _____



Travel Agent Trip Registration Form

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 your trip confirmation e-mail 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.

CANCELLATIONS AND REFUNDS

If for any reason you need to cancel, be aware that many of our trip costs are incurred well in advance of trip departures and others may have been turned away because the trip has filled. All cancellations must be received by our office in writing and refunds will be issued according to the following schedule

- 60+ days prior to departure, deposit retained
- 41-60 days prior to departure 70% refund
- 21-40 days prior to departure 35% refund
- 0-20 days prior to departure the full amount is retained

In the unlikely event Island Expedition Co. may need to cancel a trip due to insufficient guests, you will receive a full refund for the land portion of the trip. **Island Expeditions strongly recommends that you purchase medical & trip cancellation insurance for your protection.**

Signature _____

Be sure to stay connected with us for helpful information, contests and current news from Belize & the Yucatan!

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