



FAO: **Reservations, British Tours Ltd.**

FAX: + 44 (0)207 038 0687

*The zero in brackets should be dropped if dialing from outside the UK.*

FROM:

DATE:

### **British Tours Ltd Booking Request & Payment Authorisation**

**Please note:** British Tours has a policy of confirming bookings within 24 hours. If you have not received a reply from us in that time please call us. **Eurostar:** Please contact us for a separate form if you would like to book Eurostar inclusive tours.

Your Name:

Home Address:

Home Telephone:

Email address for confirmation of booking:

How did you hear about British Tours?

Address in the UK:

Telephone in the UK:

Name of Cardholder:

Company, if applicable:

Billing Address:

Credit Card Number:

Security code:

*Your Security Code is the last 3 digits on the signature strip of Visa, Mastercard & Switch cards and a 4 digit number on the front of American Express cards*

Card type (Visa/Mastercard/American Express):

Expiry Date:

Total Amount, (Pounds Sterling):

I authorise British Tours Ltd. to debit the above amount from my credit card for services provided by them at my request set out on **page 2**. I agree to the terms set out in British Tours Ltd's Cancellation Policy, which are set out on **page 3**.

**Cardholder Signature:**

**Date:**

**Party Name:**

**Number of Passengers:**

**Vehicle** (Medium/Large/Extra Large/Minibus/Coach):

**Language:**

**Tour Date:**

Collection Time:

Tour:

Collection from:

Drop off:

**Tour Date:**

Time:

Tour:

Collection from:

Drop off:

**Tour Date:**

Collection Time:

Tour:

Collection from:

Drop off:

**Tour Date:**

Collection Time:

Tour:

Collection from:

Drop off:

**Tour Date:**

Collection Time:

Tour:

Collection from:

Drop off:

### Cancellation Policy

The cost of all tours becomes payable at the time of confirmation of booking. British Tours Ltd. requires credit card details and a signed authorisation by the cardholder, on the company's standard letterhead if a company credit card, permitting British Tours Ltd. to charge to the card the specified costs of the confirmed arrangements. For tours where services are provided entirely by British Tours Ltd. cancellations received not less than 14 days before the scheduled departure of the tour shall qualify for reimbursement of the entire amount (100%) charged at the time of booking. For cancellations in writing received by British Tours Ltd. less than 14 days but not less than 48 hours before the scheduled departure of the tour one half (50%) of the amount charged at the time of booking will be refunded. For cancellations received with less than 48 hours notice no money is refundable.

Tours involving the Eurostar are non-refundable and non-transferable once booked. For tours which include the services of subcontractors including hotels, coaches, minibuses, theatres, planes, language services and the like, cancellations received by British Tours Ltd. shall, for that part of the cost that is represented by the services of such subcontractors, be subject to their cancellation policies. Hence the amount of any payments that British Tours Ltd. is obliged to make to a subcontractor as a result of such cancellation is not refundable.

### Terms and Conditions for Overnight tours/Multi-day tours and tours not conducted in England.

1. A 50% deposit is payable at the time of confirmed reservation of tours of which 10% is non-refundable.
2. Deposits required by any hotels or third parties booked by British Tours Ltd on your behalf will be in addition to this.
3. The full balance must be received by British Tours not later than 28 days prior to the starting date of the tours or services reserved.
4. Cheques and Bankers drafts should be in Pounds Sterling drawn on a UK bank otherwise additional charges may be incurred.
5. Cancellation fees for any hotels booked by British Tours Ltd will be in accordance with charges made by the hotel but for touring services a refund of the full balance i.e. 90 percent will be given if more than 28 days notice in writing is received. For cancellations in writing received by British Tours Ltd. less than 28 days but not less than 48 hours before the scheduled departure of the tour one half (50%) of the amount charged at the time of booking will be refunded. For cancellations received with less than 48 hours notice no money is refundable.

**British Tours Ltd**  
**162-168 Regent Street**  
**London W1B 5TE**  
**Tel + 44(0)207 038 0688**  
**Fax: + 44(0)207 038 0687**