



DURGAN TRAVEL SERVICE
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Thank you for choosing to join us on this wonderful vacation! This sheet contains **critical information**, so please be sure to **read it carefully**.

INFORMATION ACCURACY: It is your responsibility to have filled out your reservation form correctly and completely based on your name as it appears on your passport (or license if a domestic trip, though we recommend using your passport). Failure to do so can result in denial of boarding at the airport and/or additional expenses, inconveniences, or loss of trip stemming from providing incomplete or incorrect information. Missing or outdated information **MUST** be provided to Durgan Travel no later than 75 days prior to departure.

FINAL PAYMENT: Make note of the due date on your invoice. If payment is not received on time, you will not be ticketed, and your reservation may be cancelled. Passengers who wish to pay their balance by credit card must complete the form below and return it with a copy of their invoice. **NOTE: Your invoice reflects two prices – a credit card price and a discounted cash/check price.** Credit card payments cannot be made over the phone, for your security. It is required that we have your authorized signature on file, using the form below. The form can also be faxed or emailed to us. Please send a copy of your invoice.

MEDICAL/DIETARY REQUESTS: Please make any medical or dietary requests on the form below. Send this with your final payment. **We cannot guarantee requests, but are happy to send them to the airline, and they do try to meet your requests. Because this is a group tour, actual seat assignments are given out at check-in. No seats are pre-assigned.**

FINAL TOUR DOCUMENTS: Final tour documents are **mailed no later than 10 days prior to departure**. Please expect to receive your tour documents, which will include (where applicable) your flight, hotel and daily itinerary information, plus luggage tags, name badge, and currency calculator (for foreign trips).

PASSPORT INFORMATION: If you are traveling on an international tour, a **valid US Passport** is required. If you are a citizen of another country please ensure that you have a valid passport with the proper visa documentation. **You are responsible for having your own valid passport and associated documentation.**

Note: passports should be valid for at least six months beyond the end of your trip. Some countries now require that passports be current for set amount of times beyond your return. By ensuring your passport is good for at least six more months, you will meet the requirements of even the strictest standards.

TRAVEL INSURANCE: If you've chosen to take our optional trip insurance, you can download the Trip Mate Travel Protection Plan brochure at www.tripmate.com/wpTPG02/tic (for domestic bus tours, the website is www.tripmate.com/wpTPD02/tic). **Your policy number is your name plus the code TPG02 (for jet or cruise travel) or TPD02 (for bus tours).** Please make sure you read it, so that you understand your requirements in canceling your tour, and qualifying for an insurance refund. We suggest you print a copy and bring it with you on your tour.

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CREDIT CARD AUTHORIZATION

I, _____ (name as it appears on your credit card) authorize Durgan Travel to charge my

Credit Card #: _____ VISA MC DISC Exp. Date: _____

AMT. TO CHARGE: _____ FOR PASSENGER(S): _____

Visa, MasterCard, & Discover are accepted and are reflected in the credit card price on your invoice.

SIGNATURE: _____

ADDRESS: _____

CITY: _____ ST.: _____ ZIP: _____

HOME PHONE: _____ WORK: _____

DATE OF DEPARTURE: _____ DESTINATION: _____

MEDICAL & DIETARY REQUEST

SPECIAL REQUESTS (MEDICAL/DIETARY/SEATING, ETC): _____

As the discretion of honoring seating requests lies entirely with the airline, we cannot guarantee seating requests. We are happy to receive them and submit them to the airline, and are assured that the airline will attempt to fulfill them.

A reminder that all requests should be received no later than 30 days prior to departure. Actual seat assignments for group tours are given out upon check-in at the airport. There are no pre-assigned seating assignments short of paying fees for upgraded seating.