



7 Spring Street San Francisco, California 94104 USA | Tel: 415.977.7100 | Fax: 415.977.7150 | CST#1005774

Credit Card Authorization Form

Visa* Mastercard* American Express Discover Card

I, _____, hereby authorize Airtreks of San Francisco
Name as it appears on your credit card

California, USA and/or its vendors to charge my credit card:

The amount of \$US: _____

Credit Card Number: _____

CCV (Credit Card Verification) Number REQUIRED: _____

On Visa and MasterCard, this is a 3 digit number on the signature side of your card. On American Express, this is a 4 digit number on the front of your card

Expiration Date: _____

For travel related services I have ordered for my self and/or: _____
Name of person(s) for whom payment is being made, if different than card holder

Relationship to traveler (i.e. Father or Mother)

Card Holder's Signature:

Billing Address: _____

The address that is associated with this credit card

Billing Telephone: _____

The phone number that is associated with this credit card

Card Issued By: _____
Name of Bank/Card Issuer

Bank Phone Number: _____
To contact the Bank/Card Issuer

*Please Note: if you are using a Visa/Mastercard Check Card or ATM card with the Visa/Mastercard logo you may have a daily maximum charge associated with your account. If this is the case you will need to contact your bank to arrange the approval of charges over the maximum associated with your card.



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Booking Form / Terms & Conditions

Payments: Prices are not guaranteed until your tickets have been paid for in full and issued, and are subject to change at any time until then. As soon as we receive your payment, we will begin ordering and issuing your tickets. Depending on your itinerary, please allow two to four weeks from the time your payment reaches us for your tickets and/or e-ticket confirmations to be delivered to you. Tickets may be issued as paper tickets, e-tickets, or a mix of both.

Please initial here that you have read and understood this information and agree to our policy as listed in the above paragraph .X _____

Forms of Payment: We accept credit cards (American Express, Visa, MasterCard or Discover Card), Wire transfers, Cashiers checks, Travelers checks and cash as payment for the full ticket price. (We also accept personal checks if your departure is more than a month from your payment date.) Tickets will not be released until full payment has cleared.

Our Bank: The Mechanics Bank, 343 Sansome Street - Suite 1500, San Francisco, CA. AirTreks maintains a trust account there, into which all customer payments are deposited. We are happy to give you our bank contact information upon request.

Date Changes: You can make most date changes directly with the airlines involved while you are traveling. Some dates may only be changed through AirTreks. Availability of seats and date change fees are subject to the airlines' policies. AirTreks can advise you about the policies regarding your specific itinerary on request. AirTreks can assist you in making your date changes for a \$100 per flight fee (subject to change), in addition to the date change fees charged by the carrier. Some segments, especially the first segment departing the United States, may not allow date changes. In order to change the US departure date, your ticket must be submitted for a refund and a new ticket purchased for your new travel dates. (Please see the section on Cancellations, below.)

Routing Changes: Once your tickets have been issued, routing changes (including adding, removing, or changing stopovers or connections) are not permitted. If you need to make a routing change, your ticket must be submitted to us for a refund and a new ticket purchased for your new travel routing. (Please see the section on Cancellations, below.)

Visas/Special Permits: You are responsible for obtaining any necessary visas and travel permits for all countries that you will be traveling to or transiting through, and for informing yourself as to which countries/areas within countries require visas and/or special permits. Visa and entry requirements may vary depending on your nationality, the length of your stay, and the purpose of your visit, among other factors. Visa information and visas can be obtained by contacting the Consulate or Embassy of the countries involved or from a visa service in your area (usually listed under "Visas" in the Yellow Pages). Please also make certain that your passport is valid for at least six months after the latest expected end date of your planned trip, as most countries will not allow entry if your passport will expire sooner. We are not lawyers, and nothing we say should be interpreted as legal advice concerning visas, entry requirements, immigration, or residency.

Health and Safety Matters: You are responsible for determining what, if any, vaccinations or other health or safety precautions are necessary or recommended for your destinations. We are not physicians, and nothing we say should be interpreted as professional medical advice. Government health advisories can be found on the internet at: <http://www.cdc.gov> and <http://www.who.int>

Baggage: Check with your specific airlines. Most domestic US carriers and some international carriers now charge for each piece of checked baggage. **For most international flights baggage is limited to a total of 20 kg. (44 lbs.), total of all pieces and items including carryon items.** If you plan to check and/or carry on more than 20 kg. of luggage per person on any of your flights, check directly with each airline in advance for their free baggage limits and excess baggage charges.

Reconfirming Flights/Tickets (very important!): AirTreks takes no responsibility for reconfirming your flights or for advising you of airline schedule changes once your tickets have been issued. Standard airline rules in effect in most countries require that international flights must be reconfirmed directly with the airlines concerned at least 72 hours prior to departure of each flight or the airline(s) may cancel your reservations. You should plan on contacting each airline concerned by phone or at a city ticketing office at least three days before your flight to reconfirm and check for any schedule changes. We recommend that you reconfirm each flight, even if the airline says that it is not required.

Airline Default/Involuntary Schedule Changes: AirTreks takes no responsibility in the event of an airline's default, cessation of service on a ticketed route or schedule change. Travel insurance that covers airline default is highly recommended.

Cancellations: Our cancellation penalties apply as soon as we have received payment. Some tickets are completely non-refundable. Cancellations for any reason whatsoever, including medical reasons, death in the family, strikes, wars, weather, natural disasters, airline default or government travel warnings will not entitle you to any refund in the case of nonrefundable tickets or waiving the cancellation penalties in the case that the tickets can be refunded. If tickets can be refunded, cancellation penalties can be up to 70% of the cost of the tickets and can take 6 months to a year or longer to obtain. **Trip cancellation and interruption insurance is therefore highly recommended.** For the best coverage, travel insurance should be purchased at the same time as your airline tickets. Travel insurance can be purchased from AirTreks or a third-party.

Please initial here that you have read and understood this information and agree to our policy as listed in the above paragraphs.X _____

Responsibility/Release and Assumption of Risk: "I understand and am aware that during the air travel itinerary in which I will participate under the arrangements of AirTreks (hereinafter referred to as the Company), and its agents, associates, affiliated companies, or subcontractors, certain risks and dangers may arise, including but not limited to the hazards of traveling in unsafe areas or under unsafe conditions, the hazards of traveling in politically unstable areas, the dangers of civil disturbance and war, the forces of nature, the negligent or reckless acts or omissions of, and/or the bankruptcy, insolvency or cessation of services by, the Company's affiliated companies, airlines or subcontractors. In consideration of, and as part of the payment for, the right to participate in such air itineraries, I have and do hereby expressly assume all of the above risks. The terms of this agreement shall serve as a release and express assumption of risk for myself, my heirs, assignees, administrators, executors, and all members of my family, including any minors accompanying me. I have read and fully understand the provisions and the legal consequences of this Release and Assumption of Risk and I hereby agree to all its conditions, especially noting and agreeing to the portion of this provision that releases the Company and its agents, employees, officers, directors, associates, affiliated companies, and subcontractors, to the extent permitted by law, from liability for the negligent or reckless acts or omissions of the Company's affiliated companies, airlines and subcontractors."

For California customers: Right of California Customer to Make Claim on the California Travel Consumer Restitution Fund. In the event of AirTreks default, you may be eligible for a refund of up to \$15,000 from the California Travel Consumer Restitution Fund. If you were located in California at the time of your purchase, you have a right to make a claim against the fund for a refund of any money paid to AirTreks that is due because of AirTreks bankruptcy, insolvency, cessation of operations, or material failure to provide the transportation or travel services sold. The claim must be filed within 60 days (or in some limited circumstances, within one year) after you become aware of your loss. For a claim form and additional information, write to Travel Consumer Restitution Fund, PO Box 6001, Larkspur, CA 94977-6001. For customers located outside California at the time of purchase of travel services: This transaction is not covered by the California Consumer Restitution Fund. You are not eligible to file a claim against that Fund in the event of AirTreks default.

Please initial here that you have read and understood this information and agree to our policy as listed in the above paragraph. X _____

All pages of this form must be returned to us (signed and initialed where indicated) at time of payment, along with a photocopy of the picture page of each traveler's passport (required by some airlines before tickets can be issued).

Before signing, please go over this checklist:

Circle One:

Yes – No: Copy of the first/picture page of my/our passport(s) included

Yes – No: If paying by credit card, my signed charge authorization is attached

Yes – No: I will pick up my tickets in person at the AirTreks San Francisco office (9am-5pm Monday-Friday)

Ticket and Document Delivery: Tickets and Documents will be delivered to you or available for pickup (as checked above) within 3-4 weeks of the time your payment reaches us (and clears into our trust account). It is your responsibility to advise us if you have not received your tickets within 3-4 weeks after placing an order, or at least two weeks prior to your departure (unless special late delivery arrangements have been made).

Sales Agent's Name: _____

I HAVE READ, UNDERSTAND AND AGREE TO ALL OF THE TERMS & CONDITIONS

(To be signed by each passenger over 18 years of age - a parent or legal guardian must sign for child under the age of 18):

Print Name: _____

Signature: _____ Date: _____

Print Name: _____

Signature: _____ Date: _____

(Make copies for additional signatures if necessary)

Delivery Address:

Very Important. List your complete address for document delivery (No P.O. Boxes; someone must be able to sign for package from 9am to 5pm weekdays):

Contact Name: _____

Company: _____

Street Address: _____

City, State: _____

Country: _____

ZIP or Postal Code: _____

Contact phone # for this address: _____

(Please include country code if outside the US and Canada.)

Email address while you will be traveling: _____