Within ROI: 1800-816-398
Outside ROI: 0330-808-4419
customerserviceuk@inteletravel.com

Advisor name:	
Trading name:	
Advisor PIN:	**Telephone:**
Advisor email:	
Lead customer name:	
Date:	

Booking Acceptance & Card Payment Authorisation Form

About this form

This form confirms that you accept the travel arrangements below and authorise your Advisor to take payment by card on your behalf. You don't need it for bookings you make yourself online.

Payments can only be made to InteleTravel or directly to the travel supplier. Your Advisor cannot take payment through any other account, by bank transfer to them personally, in cash, or by any other method.

Please do not write your full card number, expiry date or security code (CVV) on this form, and do not send a photo or copy of your card. Your Advisor will phone you and take these details verbally at the time of payment. They will not write them down or store them.

Booking details

Supplier / tour operator:	
Booking reference:	
Itinerary:	
Dates of travel:	

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Passenger names (exactly as shown on passports):	

Payment authorisation

I authorise my Advisor to take the payment(s) below by card.

Cardholder name (as shown on card):	
Payable to (InteleTravel or supplier name):	

Last four digits of card:		**Billing Eircode:**	

Card type: ☐ Visa ☐ Mastercard ☐ American Express
☐ Credit ☐ Debit

Payment	Amount (EUR)	Date to be taken
Deposit	€	
Payment 2	€	
Payment 3	€	
Payment 4	€	
Payment 5	€	
Final balance	€	
Total trip price	**€**	

☐ I authorise only the payment(s) above. My Advisor will contact me before any other payment is taken.

No surcharge is added for paying by credit or debit card. The charge will appear on your statement as

Your declaration

By signing below, I confirm that:

1. I'm the cardholder named above. I'll give my full card details to my Advisor by phone at the time of payment.

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2. Before giving this authorisation, I received and read the quote, the booking conditions, the supplier's terms and conditions, and (for a package holiday) the standard information form explaining my rights under the European Union (Package Travel and Linked Travel Arrangements) Regulations 2019.
3. I understand the cancellation and amendment charges and the payment schedule. If the balance isn't paid by the due date, the booking may be cancelled and cancellation charges may apply.
4. I understand there is no 14-day right to cancel for travel booked for specific dates.
5. All passenger names match their passports. I'm responsible for checking passport, visa, entry and health requirements for every traveller.
6. I'm authorised to book for, and accept these terms on behalf of, everyone named above.
7. I've been advised to take out suitable travel insurance.

Cardholder signature:

Print name:

Date:

Your financial protection

trading as

is an affiliate of InteleTravel, who are TOPP protected. InteleTravel are appointed agents of the supplier named above. Your confirmation will show which parts of your booking are protected and how.

How we use your information

[Contracting company] is the data controller for the personal information on this form. We use it to make and manage your booking, to take the payments you've authorised, and to meet our legal and regulatory duties. Card details you give by phone are used only to make the payment at that time, and are not recorded or stored by your Advisor. We share your information with the travel suppliers needed to provide your arrangements, some of whom may be outside Ireland and the European Economic Area. Where that happens, we put appropriate safeguards in place. We keep your information only as long as we need it for these purposes. You have rights to access, correct and erase your information, and to object to how it's used. You can also complain to the Data Protection Commission (dataprotection.ie). Our full privacy policy is at: https://www2.inteletravel.com.co/privacy

Complaints

If you have a problem with your booking, contact your Advisor first. If it isn't resolved, contact InteleTravel Customer Service on 1800-816-398 (within ROI) or 0330-808-4419 (outside ROI), or at customerserviceuk@inteletravel.com. You can also get information about your consumer rights from the Competition and Consumer Protection Commission (ccpc.ie).

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