The completion of this booking form is a legal requirement and is VITAL for the administration of your Tour.

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| **BOOKING FORM (school tours)** | PLEASE COMPLETE **ALL** SECTIONS  PLEASE COMPLETE IN BLOCK CAPITALS |

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| Booking Reference Number: | Home Address:   Home Telephone Number:  Personal E-mail: | | |
| Party Leader's Name:  Position: Department: |
| Name of School: | Best Contact Times: | Preferred Correspondence:  (please tick box) | |
| Address of School:  Telephone Number:  Email: | School: | □ |
| Home: | □ |

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| PARTY COMPOSITION | | | | | | | | | | |
| Age at date  of travel | Under 2 | 2 - 10 | 11 - 12 | 13 - 15 | 16-17 | 18+ | Free Staff | Paying Staff | Total (M)/(F) | Total in Group |
| MALE |  |  |  |  |  |  |  |  |  |  |
| FEMALE |  |  |  |  |  |  |  |  |  |

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| TOUR DETAILS | | | | | | | |
| Destination: | Days:  Nights: | Method of Travel (please tick): | | | | | |
| Departure Date:   Requested Departure Time from Institute/Air/Port:  (subject to availability) | Air | Coach | | Rail | Eurostar | Own  Arrangement |
| □ | □ | | □ | □ | □ |
| Date of Return:   Requested Departure Time from Resort:  (subject to availability) | Name of requested accommodation: | | | | | | |
| Number of Singles: | | | Number of Twins: | | | |
| OTHER REQUIREMENTS  (please tick if required - we will get back to you with the price and availability)   * UK airport coach transfer * Coach Type: Standard * Full Specification * Air Conditioned | Number of Triples: | | | Number of Multi-Bedded: | | | |
| **Paying passengers are allocated multi-bedded rooms (other than mentioned on your provisional booking letter).  Other rooming requirements will incur a supplement.  Please include any children sharing with adults.** | | | | | | |

**DEPOSITS (please make cheque payable to Travelbound)**   
Please refer to your latest provisional booking letter for deposit amount to be paid.   
  
\_\_\_\_\_\_ paying passengers at £ \_\_\_\_\_\_ per person = Total Amount Enclosed £ \_\_\_\_\_\_

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| I understand that all deposits are non-refundable and that the final balance is payable in full 10 weeks before departure. I certify that I am authorised to make this booking on behalf of all party members and that I/we have read and agree to the relevant Booking Conditions and Terms of Business, and the general information in the relevant brochure, website and that my/our booking is made upon subject to those terms. | |
| SIGNED: …………………………………………………………………………….. | DATE: …………………………………………………………………………………… |