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 | OwnArrangement |
| □ | □ | □ | □ | □ |
| 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: …………………………………………………………………………………… |