

**THANK YOU FOR BOOKING WITH GOWAY TRAVEL**

Please first save this form before completing online, then email it to your agent. Or print and scan: **info@goway.com** or fax: **800 665 4432**

**Attention (Goway Agent):** \_\_\_\_\_ **Booking #:** \_\_\_\_\_

**CLIENT:** I authorize Goway Travel to bill my credit card on behalf of Goway and/or all associated suppliers for the charges detailed.

**TRAVEL AGENT:** I authorize Goway Travel to bill my clients' credit card on behalf of Goway and/or all associated suppliers for the charges detailed. I have verified the cardholder's signature and accept full responsibility for these charges should the cardholder decline these charges at later date.

AGENT NAME & AGENCY:	OPTIONAL GOWAY PID#:
Non Refundable Deposit:	\$
Flight Deposit:	\$
Insurance:	\$

*Please note your group deposit is non-refundable. For all other deposits, please refer to the terms and conditions advised by your group sales co-ordinator.*

Name of Cardholder: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Credit Card No: \_\_\_\_\_ Card Type: \_\_\_\_\_

Expiry: \_\_\_\_\_ CVV: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

**THIRD PARTY:** (if a non-travelling passenger is making a credit card payment). I agree to email a scanned copy of the credit card (front and back) with cardholder signature, a form of identification (e.g. Driver's License), and relationship of 3rd party to the passenger.

**Payment by check/Bank Wire or Bank Transfer**



GOWAY TRAVEL. Attention: your Goway agent / booking number 3284 Yonge St, Suite 300, Toronto, ON, M4N 3M7  
 For clients in USA only: Electronic Check accepted: please complete check, scan and email check to your agent

**Payment by Bank Wire:** Please contact your agent for Goway's banking details.

**Payment by Bank Transfer for Canadian Financial Institutions:** pay online if you are a client of one of the following or all major credit unions: Bank of Montreal, CIBC, Bank of Nova Scotia, Royal Bank, Desjardins. Log into your online banking and follow the procedures to add Goway as a payee. When entering the company name, please ensure you have selected GOWAY TRAVEL LIMITED. You will need to add the Payee Account Number. This is the Client ID. Client ID can be found at the top of the second page of the invoice (beside the quote number).

## PAYMENT AUTHORITY & BOOKING FORM

If making a payment by bank transfer, or check, the payment is applied to your booking only once it has cleared Goway's account. Some payments coming from financial institutions may up to 5 business days. Goway cannot issue air tickets until payment has been applied to a booking. Airfares are subject to change until time of ticketing.

### Completing the box mark beside each selection signifies acceptance of each condition

- I/We understand and accept the Booking Terms, Cancellation Penalties and Conditions detailed on your Group proposal.
- I/We are aware valid passports, visas and health documents are required. Obtaining these documents is my/our responsibility (Note: some countries require that you have a valid passport for at least 6-months after your date of return).
- I /We agree and understand that Goway Travel and/or their agents can accept no responsibility for losses or accidental expenses due to delays or changes in airline/rail or other means of transport schedule, hotel over-booking or default, sickness, weather, strikes, war, quarantine or other causes.

Name of Passenger 1

Passenger 1 D.O.B. (MM/DD/YY)

Name of Passenger 2

Passenger 2 D.O.B.(MM/DD/YY)

Name of Passenger 3

Passenger 3 D.O.B.(MM/DD/YY)

**PASSPORTS, VISAS AND HEALTH REQUIREMENTS:** Many countries require passports to be valid for 6 months beyond the date of travel. Please check that all passports are valid. Goway Travel can assist in advising entry requirements, but it is the sole responsibility of the traveler to ensure that passports, travel documents and entry visas meet the conditions of the countries the traveler is visiting.

*We will require complete passengers details as per passports for all air tickets and/or land arrangements. Alternatively, you can send passport copies for all passengers.*

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I understand an electronic signature has the same legal effect and can be enforced in the same way as a written signature.