



China Custom Tours
we plan you enjoy



118 Metlars Lane, Piscataway, NJ 08854 . Tel: (732) 981-0238/37 . Fax: (732) 981-0236

Reservation Form 2008

Please print the names of passengers included in the deposit you will make. The names should be written exactly the same way as it appears in the passport. China Custom Tours will not be held liable for any errors made in the spelling of names. All details we submit to third party suppliers (hotel, airlines, cruise, etc) will be based on all information contained herein.

Date: _____

Please Book Me/Us on Tour: _____

Tour Code: _____ **Date of Travel:** _____

Departure date: _____ **Departure City:** _____

Last Name: _____ **First Name:** _____ **Middle Name:** _____ **Passport #** _____

Last Name: _____ **First Name:** _____ **Middle Name:** _____ **Passport #** _____

Last Name: _____ **First Name:** _____ **Middle Name:** _____ **Passport #** _____

Last Name: _____ **First Name:** _____ **Middle Name:** _____ **Passport #** _____

Mailing Address for Documents: _____

City: _____ **State:** _____ **ZIP** _____

Home Phone: _____ **Business Phone:** _____

E-Mail Address: _____

Deposit of \$ _____ **Full Payment of \$** _____ **is enclosed.**

I/We have read, understood and agreed to be bound by the TERMS AND CONDITIONS stated below.

Signature: _____ **Date:** _____

TERMS AND CONDITIONS

I. RESERVATION – upon confirmation of the tour, reservation must be made by filling out the reservation form which will be provided by China Custom Tours. Please also include a photocopy of your passport and send by fax at 732-981-0236 or by email.

II. PAYMENTS

- a. Deposit - \$300 per person is required at the time of confirmation of the reservation. However, in some tours deposit is made by paying the full amount of the transpacific air tickets. The reason for being is that airlines can hold air reservation for a limited time only.
- b. Deposits may be paid either by credit card or by check. If by credit card, a properly filled out authorization form should be submitted by the tour participant. This form will be supplied by China Custom Tours. For check payments, please mail to:
CHINA CUSTOM TOURS
118 Metlars Lane
Piscataway, NJ 08854
- c. Final Payment – due 75 days prior to departure date. Again, may be paid either by check or by credit card accompanied with a properly filled out form.
- d. Late Payment – a fee of \$50.00 will be added to tour cost if final payment is not received 75 days prior to departure date.
- e. Late Booking – a fee of \$50 will be assessed to all bookings made within 45-14 days prior to departure date.
- f. Revision – a \$20 fee per person shall be applied on any changes made, including addition or deletion of services, changes in air and/ or land arrangements (plus supplier's penalties). Once documents/ tickets are issued, changes are not permitted. Revision fee is in addition to any rebooking fees.

III. CANCELLATION

A. Package Group Tours

- a. 70 days or more before departure date: \$300
- b. 69-45 days prior to departure date: \$400
- c. 44-16 days prior to departure date: \$600
- d. 15-1 days prior to departure date: 50% of the tour fare
- e. On or after departure date (including no shows): 100% of tour fare

B. Customized Tours

Upon receipt and confirmation of our proposed customized itinerary, a deposit of \$200 is required. This amount forms in part of payment and is deductible from the total tour fare. In the event, a cancellation takes place, the deposit is NON-REFUNDABLE.

IV. TRAVEL REQUIREMENTS

- A. Passport and Visa – to enter and leave China, all tour participants must be in possession of a valid passport and Chinese visa. Upon request, China Custom Tours will be happy to secure your visa for a fee of 160.00

Together with a properly filled out application form and an official passport-sized color photo, your passport should be sent to our office at least 45 days before the departure date. A passport must have 6 months validity AFTER the date of return.

- B. Travel Insurance – is optional but highly recommended to any tour participant. Truth is, no matter how we try to provide a smooth and hassle-free trip, unavoidable circumstances may take place before or even during your trip. Thus, we recommend purchase of travel insurance.

For more information, please contact us anytime.

V. GENERAL CONDITIONS

- A. Unused Portions of the Tour – any unused part of the tour, including portions of land arrangements, hotel accommodations, or any other feature of the tour, is non-refundable and non-exchangeable.
- B. Travel Insurance Fee – is non-refundable while refund claims must be made in writing within 14 days of the tour termination.
- C. Traveling with Children – charges for children vary depending on the tour package that is purchased.

On some tours, 75% of the tour fare shall be applied to any child whose age is 11 years old or under. This is in the condition that the child will share room with his/ her parents and will not ask for extra bed. In the event that an extra bed is needed, 90% of the tour fare shall be applied accordingly.

There are other tours wherein discount is not extended regardless of the age of the child. This is for the reason that tour operators have their own set of terms and conditions. We, as a travel agent, must abide by these guidelines. Traveling with children is treated on a case to case basis. Please contact us anytime should you need more information on this.

- D. Passenger Names – it is the responsibility of the tour participant to submit his/ her name, as it appears on the passport. That's why it is important to send us a photocopy of your passport upon confirmation of your tour.

A revision fee will be charged if name must be changed within 75 days prior to departure date. Charges are also subject to airline penalties. China Custom Tour is not responsible for any ticket re-issue charges or denial of boarding by an airline due to name discrepancy.

- E. Meals – are served as specified in the itinerary.
- F. Travel Documents – by standard, all travel documents will be sent to you 14 days prior to departure.

V. RESPONSIBILITY

China Custom Tours, as a travel agency, acts only as an agent for contracted services. All travel arrangements included in this trip are made on participant's behalf upon the express condition that neither the tour operators, nor China Custom Tours, shall be held liable or responsible for any losses or expenses due to delay or changes of schedule, over booking of accommodations, default of any third parties, sickness, weather, strike, acts of GOD, acts of terrorism, force majeure, acts of government's civil disturbances, war, quarantine, customs regulations, epidemics, criminal activity or for any other cause beyond its control.

Third party refers to airline, train, motorcoach, private car, cruise vessel, boat, or any other conveyance, hotel, sightseeing provider, local ground-handler, etc., which is to (or does) supply any goods or services for this trip.

All tickets, coupons or receipts issued by China Custom Tours and all arrangements for transport or conveyance or for hotel accommodations are made by China Custom Tours as an agent of the suppliers. By utilizing the services of the suppliers, you agree that China Custom Tours shall not be held liable for any injury, damage, loss, accident or delay incurred by you or those traveling with you in connection with any accommodations, transportation or other services resulting directly from any acts or default of the suppliers or from any occurrence or condition, including defects in vehicles or breakdown in equipment

All such losses or expenses have to be borne and paid for by the participant.

In lieu of the above, China Custom Tours strongly recommends the purchase of travel insurance.

Toll Free: 1(800) 865-6221 . Website: www.chinacustomtours.com . E-mail: info@chinacustomtours.com