**BOOKING FORM FOR JORDAN HORIZONS TOURS FOR DAY TOURS FROM HOTEL/LOCATION IN JORDAN**

|  |  |
| --- | --- |
| **GUEST DETAILS** | **DETAILS:** |
| **Name:** |  |
| **Nationality:** |  |
| **Number of People** |  |

|  |  |
| --- | --- |
| **DESCRIPTION :** | **DETAILS:** |
| **Name of tour from website :**  *(if customised please write a brief description)* |  |
| **Arrival/Start Location of your tour with JHT:**  *(Airport Name /Border Name /Port Name /Hotel Name /Residence Address)* |  |
| **Tour Date:**  *(Date that your tour with JHT will start and finish)* |  |
| **Arrival/Start Time :**  *(The time you should start according to the itinerary)* |  |
| **Departure/Finish Location of your tour with JHT :**  *(Airport Name /Border Name /Port Name /Hotel Name /Residence Address)* |  |
| **Departure/Finish Time :**  *(The time you need to be dropped off by)* |  |
| **Flight number if departure through airport :** |  |
| **Your Mobile Number :** |  |
| **Whatsapp/Viber number :** |  |
| **Special Requests & Comments :** |  |

**PAYMENT METHODS & CONDITIONS:**

*For all tours a 100% deposit (Full Amount)  is required at the time of booking. Some cases can be negotiated in terms of a partial payment (deposit) and the remaining balance is required 14 days before the commencement date of your tour.  It is recommended to pay the full amount for the booking.*

**Payment for the deposit and the remaining balance can be made using one of the following methods :**

**1.Credit/Debit Card Payment**

You can use a Visa or Mastercard credit card and Debit Cards to make an advance payment through either Middle East Payment Services (MEPS).  All card payments are subject to a 3% surcharge :

1. Credit/Debit card payments using an online secure link.

Please contact us and a secure payment link will be provided to make an online transaction.

 Using either method for card payments, the transaction will be processed by MEPs Jordan and an invoice will automatically be sent for the amount deducted and will appear on your card statement.

 Please note that you will be charged in Jordanian Dinar. The conversion rate is $1 USD = 0.708 JOD . The 3% surcharge is added to cover the merchant fees.

     B.Credit/Debit Card payments using an authorisation form

To make an offline payment a credit card authorisation form can be downloaded from this link  : [Credit Card Authorisation Form](https://www.johtt.com/images/Downloads__Files/JHT.Authorization.Form.150719.DOCX.docx)

Fill out the authorisation form and return it to us by email or fax (+96232012213)

Attachments required for payments using an authorization form:

* + Copy of credit card (both sides) of person who is responsible for the booking
  + Copy of the passport of the credit card hold

**2.Bank Electronic Transfer**

Bank Details

|  |  |
| --- | --- |
| **Name of the Beneficiary:** | Jordan Horizons Tours & Travel |
| **Name of the Bank:** | Arab Bank PLC |
| **Account Number in Jordan:** | 0122-062512-4-510 |
| **Swift Code:** | ARABJOAX100 |
| **IBAN Code:** | JO07 ARAB 1220 0000 0012 2062 5125 10 |
| **Bank Full Name :** | ARAB BANK PLC (JORDAN ) |
| **City & Address:** | Aqaba Branch – Jordan |

*If you want to make an electronic transfer please send us by email a copy of the transfer. Bank transfers are only accepted up to 14 days before the commencement of the tour.*

*You will be required to cover all bank and transfer fees associated with the transaction (from your bank and ours) so that we receive the full amount for the tour.*

**3.Paypal**

Account name : [jo.horizons@gmail.com](mailto:jo.horizons@gmail.com) and subject to a 5% surcharge.  A 5% surcharge is to be added to the final agreed amount for your tour to cover the Paypal fees and charges.

Please send the copy of the transfer by email.

**4.Western Union or Money Gram**

If you wish to make a transfer via Western Union or a money gram please contact us for the full details. You will be required to cover the transfer fees yourself so that we receive the full amount for the tour.

|  |
| --- |
| **CANCELLATIONS & REFUNDS**  **Cancellation policy for day trips**  Special conditions apply for day tours not including hotel bookings. These excursions can be cancelled 08 days before arrival to Jordan with no penalty. After that date cancellation fees will be 100%. Transfer of a confirmed booking to another tour or departure date is deemed a cancellation of the original booking. There will be no refund for cancellation of unused services on or after commencement date.  In case of a travel warning to Jordan the cancellation policy will be handled case by case.  In case you decide to cancel the tour due to conflicts in neighboring countries this is possible until 14 days before the tour starts. We will charge an administrative fee of $25.00USD for day tours and the remainder will be refunded. Otherwise the above cancellation fees apply.  **Refunds**  A refund will normally be made to the same account and using the same method used for the original payment. Additional bank charges or credit card charges are not covered by us. |

**If you have any difficulties in filling in the booking form please don't hesitate to ask for help.**