**BOOKING FORM FOR JORDAN HORIZONS TOURS (JHT) FOR MULTI-DAY TOURS / MORE THAN 01 DAY TOURS**

**Guest Details:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Name on Passport**  | **Passport #**  | **Date of Birth**  | **Date Of Issue**  | **Date Of Expiry**  | **Nationality**  |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

**Tour Details**

|  |  |
| --- | --- |
| **Description :** | **Details:** |
| **Name of Tour from Website :**(if customised please write a brief description or write “Customized Tour as per our agreement and email) |  |
| **Start Location of your tour with JHT:** (Airport /Border /Port/ Hotel/ Residence Address) |  |
| **Start Date :**(Date that your tour with JHT will start) |  |
| **Start Time :**(Time to start according to the itinerary, flight etc)  |  |
| **Flight Number If starting from Airport :** |  |
| **If start at Airport/Border name for the Welcome Sign :** |  |
| **Finish Location of your tour with JHT :**(Airport /Border /Port / Hotel / Residence Address) |  |
| **Finish Date :**(Date your tour with JHT will finish) |  |
| **Finish Time :**(Time to be dropped off according to the itinerary, flight etc) |  |
| **Flight Number If drop off at Airport :** |  |
| ***Final Departure Details ( if not already provided)****If meet and assist on arrival is provided as part of your tour package and you are finishing your tour before you exit Jordan please provide your final departure details. (Departure Date, Flight Number, Flight Departure Time, Border Name etc)* |  |
| **Your Mobile Number :**  |  |
| **Whatsapp or Viber Number :** |  |

**Room Details**

|  |  |
| --- | --- |
| **Description**  | **Details**  |
| **Type and number of Room/s Required:** (Single, Double, Twin, Triple etc) |  |
| **Rooming List:** (Details of Guests for each room) |  |

**Meals and Dietary Requirements**

|  |  |
| --- | --- |
| **Description**  | **Details**  |
| **Dietary Requirements :** |  |
| **Meals required that are additional to what is included in the itinerary :** for example : Lunch/Box lunch in Petra  |  |

**Special Comments & Requests**

|  |
| --- |
|  |

**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 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 multi day trips** Cancellation requests need to be sent in written form. The following scale of charges applies:Before 14 Days of Notice : 0 % of the total package price (Free Cancelation )14 to 08 Days of Notice: 50% of the total package price07 to 01 Day(s) of Notice: 75 % of the total package priceIn Case of No-Show or cancelation on the day of arrival: 100 % of the total package priceThere will be no refund for cancellation of unused services on or after commencement date.For group tours (6+ people) cancellation rates will depend on the individual hotel policy and this will be advised separately.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 or travel warnings for neighboring countries this is possible until 14 days before the tour starts. We will charge an administrative fee of $100.00USD for overnight 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.**