

Vietnam - Laos - Cambodia



Responsible Travel & Sharing

**ASIANA TRAVEL MATE CO.,LTD**  
Internet Sales Office

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Web: [www.asianatravelmate.com](http://www.asianatravelmate.com)

## CREDIT CARD PAYMENT AUTHORIZATION FORM

(Please complete this form and fax it to 84 8 38247378)

I HEREBY AUTHORIZE THE TRUSTEES OF THE ASIANA TRAVEL MATE Co., Ltd. TO BILL MY CREDIT CARD ACCOUNT.

Booking Code: \_\_\_\_\_ Start Date: \_\_\_\_\_

### Card Holder's Information ( Please enter details exactly as shown on Credit card Statement)

Name on the Card: \_\_\_\_\_

Card Holder Passport Number: \_\_\_\_\_

Issuing Bank: \_\_\_\_\_

Bank Phone: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Fill in 9 Digits fo your Credit ( first 6 digits and last 3 digits as printed on Credit Card)

Card Type: Visa MasterCard Amex (circle your card type)

Card Number: xxxx xxxx \_\_ \_\_ xxxx Exp. Date: \_\_\_\_/\_\_\_\_

### Copy of your Photo ID with Cardholder's Signature (eg, Driver License, Passport)

*Signature must be clear enough for validation.*

*You may fax this on a separate page and reference your booking Code.*

*I confirm that I am authorized to use this credit card for Internet purchases from Asiana Travel Mate  
. I agree that I will be responsible for all payments via this credit card.*

**Cardholder's Signature:**

**Date:**

### **GENERAL BOOKING CONDITIONS**

#### **Reservation**

Reservations are to be made directly to our office. Upon confirmation of a reservation, a 30% (thirty percent) deposit is requested, and the total package tour price for the Services should be paid at the Date of Departure, or otherwise Asiana Travel Mate may at his sole discretion cancel the bookings without any refund of sums already paid to Asiana Travel Mate by You.

#### **Payment**

Payment can be made by cash, bank transfer or credit card. Full payment is required on the departure date. If you're booking confirmation less than 1 days (one day) from arrival, full payment may required immediately. Any bank fees levied by the sending bank relating to transfers to Asiana Travel Mate Bank must be paid by You.

#### **Banking**

Account name: Asian Mate Travel Co., Ltd.  
Acc. Number (USD/VND): 3673224  
Bank name: ANZ Bank  
Address: 11 Me Linh Square, Dist. 1, HCMC, Vietnam  
Telephone No.: +84 8 829 9319  
Fax No.: +84 8 829 9316  
SWIFT: ANZBVNVX472  
Website: [www.anz.com/vietnam](http://www.anz.com/vietnam)  
Or by major credit cards (Visa or Master card only)

#### **Cancellations:**

All cancellations should be made in writing. All Cancellation made from 31 days before actual Departure date, bank fee service at 10usd.

If cancellation is made after full payment has been made, we will refund directly to your bank account right way, however Asiana Travel Mate is not Guarantee for transaction time as this depends on banking system.

#### **Cancellation Policy**

- |   |                         |
|---|-------------------------|
| - From 31 days before departure:                | No cancellation charge  |
| - Between 30 and 15 days before departure:      | 10 % of total tour cost |
| - Between 14 and 4 days before departure:       | 30 % of total tour cost |
| - Between 3 days and 48 hours before departure: | 50 % of total tour cost |
| - Less than 48 hours before departure:          | 90 % of total tour cost |
| - No- show:                                     | No refund               |

#### **Special conditions**

Asiana Travel Mate reserves the right to change these cancellation conditions depending on our suppliers who's Hotels, Cruise, Airline cancellation policies. A writing statement will be sent to you by the time of actual Date modified.

**Claims**

All disputes, claims and litigation regarding the Services shall first be settled by way of negotiation and mutual understanding between Asiana Travel Mate and Clients involved. In the event of such negotiation failed, the disputes, claim or litigation shall be finally settled by local adjudication in Vietnam. All claims must be submitted in writing within 30 days (Thirty days) after the end of the Services.

**Disclaimer**

In case of sudden price increases or surcharges levied by suppliers such as, but not limited to, fuel surcharges, government tax increases or other unforeseen price increases, Asiana Travel Mate reserves the right to alter the price quoted in this document or the conditions mentioned.

Asiana Travel Mate also reserves the right to change any arrangement (including tours, programs, transportation, Train, flight tickets, prices and services) in the best interest of its Client, with or without prior notice.