LATE BOOKING CONFIRMATION VOUCHER

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| --- | --- | --- | --- |
| «FirstName» | First Name: «FirstName» | | Surname: «LastName» |
| Full Postal Address: «FirstName» «FirstName» «FirstName» | | | |
| ZIP Code: «Country» | Country: «Country» | | |
| Day Tel No: «DayTimeTelephone» | | Home Tel No: «DayTimeTelephone» | |
| Mobile Phone No: «DayTimeTelephone» | | Alternative Mobile Phone: : «Country» | |
| E-mail address: «DayTimeTelephone» | | | |

*\* Please ensure you provide the mobile telephone you will be using on holiday.*

**GUEST LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **First Name** | **Surname** | **Age** |
| «LastName»«LastName» | «LastName» | «LastName» | «LastName»«LastName» |

**ARRIVAL AND DEPARTURE**

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| --- | --- | --- | --- | --- |
| **Arrival Date** **(mm/dd/yyyy)** | **Departure Date (mm/dd/yyyy)** | **Airport of Arrival & Departure Details** | | |
| «BookingStartDate» | «BookingEndDate» | Lisbon Airport | Flight Date | ETA / ETD |
| ***Check-In Time:***  After 16.00 PM or as arranged | ***Check-Out Time:***  By 10.30 AM or as arranged. | *Arrival Flight No: «LastName»* | *«LastName»* | *Flight Time Arrival* |
| *«LastName» Hours* |
| *Depart Flight No: «LastName»* | *«LastName»* | *Flight Time Depart* |
| *«LastName» Hours* |

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| ***Number of Guests*:** «DayTimeTelephone» | ***Comments:***   * *Rental Tariff – agreed GBP £* «DayTimeTelephone» *applies to this booking. The GB £* *«DayTimeTelephone» final cleaning & laundry fee is charge extra as per the pricing table under items ordered.* * *If there are any children, elderly or infirm individuals in the travelling party, then please ensure that you adhere to all Health & Safety regulation. Please also make sure we are aware of any special needs from such guests.* * *You have reserved «DayTimeTelephone» «DayTimeTelephone» / «DayTimeTelephone» in «DayTimeTelephone», «DayTimeTelephone», Portugal.* |
| ***Number of Nights*:** «DayTimeTelephone» |

***Special Requests / Service Extras ordered / Comments:***

* Keys to the property are located in the key safe by the main entrance. You will be provided with the 4-digit security code /key retrieval instructions nearer your date of arrival. Alternatively, if your property does not have a key safe, then you will be met at the house at the agreed time of arrival by a representative of the company or the owner.
* Kindly ensure that the property is left in a clean and tidy condition when you leave or there will be extra charges for additional cleaning. Standard cleaning is included in the rental price but does not include kitchen appliances, utensils, dishes, BBQ implements and utensils. All linen should be removed from the beds and places at the foot of the bed upon departure. If towels are still wet, they should be placed on the clothes line to dry.
* When leaving the property either on excursion or shopping or on your day of departure, please ensure all doors and windows are securely closed for security.
* The property has ample parking for 3 vehicles, but it is your responsibility to ensure that the vehicle is securely locked at night or when stationary in the parking place.
* Please ensure that you carry your valuables with you and have appropriate and sufficient holiday insurance cover in case of theft or loss of personal items or from personal injury. If you have any pre-existing health conditions that we should be aware of, then kindly inform us in advance of your arrival, so we know about this beforehand.

**PAYMENT INSTRUCTIONS:**

**Bank Transfer Payable as Follows: (UK Customers Only)**

Beneficiary Name: Brendon Andrew Williamson

Bank Name & Address: Barclays Bank - 62/64 High Street, Watford, Hertfordshire WD17 2B, UK.

Sort Code: 20-91-80

Account Number: 93812146

Swift Code: BARCGB22 (If transfer is from outside the UK)

IBAN: GB17 BARC 2091 8093 8121 46 (If transfer is from outside the UK)

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| **PRODUCTS ORDERED** |  |
|  |  | **GBP £** |
| Accommodation Rental *(Payment Received)* | | £«SpecialRequests» |
| +Plus Service Extras Swim Towels: | | £«SpecialRequests» |
| +Plus Service Extras Mid-vacation Cleaning: | | £«SpecialRequests» |
| +Plus Service Extras Swimming Pool Heating: | | £«SpecialRequests» |
| +Plus Service Extras Winter/Cold Weather Heating: | | £«SpecialRequests» |
| +Plus Service Extras Linen Set: | | £«SpecialRequests» |
| +Plus Service Extras End of Vacation Cleaning: *(Payment Received)* | | £«SpecialRequests» |
| +Plus Refundable Breakage Deposit: *(Payment Received)* | | £«SpecialRequests» |
| +Value-Added Tax VAT@ 20% *(Zero rated for this transaction)* | | £000,00 |
| **Total Amount Received for this Booking** | | £«SpecialRequests» |
| **Total Amount Outstanding for this Booking:** | | £000,00 |

* The full and final rental amount of **GB £****«SpecialRequests»/-** for this booking was received by bank transfer to the designated GBP Sterling account above on «SpecialRequests». Thanks.This includes the final cleaning and laundry charge of **GB £«SpecialRequests»**/-. This is your payment receipt for the funds received.
* A fully refundable security/breakage deposit of **GB £«SpecialRequests»/-** wasalso received, along with the rental amount above, using the bank details provided. This deposit will be refunded to you within 10 working days of your departure from the villa by bank transfer using the bank details you provide in the special Bank details box below; subject to any breakage or damage we find during the property inspection.
* Please sign and return one copy of this Booking Confirmation Voucher by email as a PDF file or a scanned Jpeg or by post to the address in the letterhead, not forgetting to provide the mobile phone contact number that will be used by you on vacation. This number will be used to contact you in case of an emergency or if you have any problems.

**Your bank details for the refund of breakage deposit:**

Beneficiary: «DayTimeTelephone»

Account Number: «DayTimeTelephone»

SWIFT/BIC: «DayTimeTelephone»

Bank Name: «DayTimeTelephone»

Bank Address: «DayTimeTelephone»,«DayTimeTelephone»

**NOTES:**

1. Guests are advised to read the House Rules version 1.2 in their information pack accompanying this order confirmation carefully and to familiarise / clarify any points therein prior to the vacation.
2. Guests are advised to read carefully through the Terms & Conditions document version 1.5 accompanying this order confirmation and raise any pertinent questions with the owner prior to their departure on holiday.
3. Should guests have any complaints or be dissatisfied with any aspect of provision at the villa, they should contact the local caretaker whose details have been provided with the final instructions pack. Failing that, you should contact a customer sales agent at the address above in the first instance or leave a voicemail message and you will be contacted as soon as possible.
4. The customer is strongly advised to take out travel insurance for their party for peace of mind and to adhere to the House rules Health & Safety recommendations.
5. Final Instructions will normally be sent to you along with the Booking Confirmation Voucher and will contain information on security codes, alarm codes, amenities, and Google Map directions with GPS coordinates, a good restaurant guide, supermarkets, and other local facilities in the area.
6. If the traveling party includes children, accompanying adults should always ensure that their activities are properly supervised, particularly with regard to the use of the swimming pool, the BBQ or in use of household / kitchen appliances that could do harm and/or cause injury if misused or used improperly.
7. Guests are kindly requested to leave the villa in a clean and hygienic state just as they found it when they first arrived. Failure to do so could give rise to additional cleaning costs that will be deducted from the security deposit.
8. If you are not satisfied with anything we have provided, please inform us right away, so we can take appropriate countermeasures to sort the problem. Your first point of contact in case you are dissatisfied is to talk to your nominated caretaker; failing which, you should contact our office using the numbers provided in the letterhead, If you cannot reach anyone right away, then leave a recorded message and we will get back to you as soon as possible. Rest assured that we will do everything possible to help resolve any issues. There is no point raising such complaints or making financial compensation claims after your vacation had ended, because we will not have had an opportunity to address and fix the issues at the time.
9. If you find any errors or omissions in the information or contents of this order confirmation, please let us know immediately so this can be rectified.
10. For prices or information on any of the above services/features – Please visit us at [*www.portugalrentalcottages.com*](http://www.portugalrentalcottages.com) where you can book any of these services online or just let me know and we can take care of it for you. Our reasonably priced Airport transfer service is combined with flexible local car hire is well worth trying.
11. Kindly note that if you have ordered or agreed swimming pool heating that this is normally provided at an extra charge of GB £ 25.00 per day, unless otherwise agreed. The water temperature will be heated to circa 32 degrees Celsius but that is often dependent of surface temperatures prevailing at the time of use. If, in the likely event that there is unexpected rain, wind or a snap spell of cooler weather, then this also will affect the water temperature of the pool. We cannot be held responsible for such events as they are beyond our control.
12. Please note that the one thing we do not and cannot control is the weather. You are requested to please read up or inquire about weather patterns for your area of Portugal before you book your vacation. Weather is changeable despite what forecasts may say, so it is pointless to complain about disagreeable weather conditions, as this is beyond our control.

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|  | **Customer** | **Portugal Holiday Rentals** |
| **Signatures:** | «FirstName» «FirstName» | Ben Wilson |
| **Date:** | «DayTimeTelephone» | «DayTimeTelephone» |

***NOTE: Please sign and return the signed original form in the post keeping one copy for your own records. If your are sending via PDF file or by fax, then no need to post***