**REFUND TICKET REQUEST FORM**

**Date lodge**: {{today\_date}}  **Agent**: {{company\_name}}

**Passenger’s name 1**: {{passenger\_name}} **Ticket No**: {{ticket\_number}}

**Departure date**: {{departure\_date}} **Booking Cancelled date**: {{cancelled\_date}} **Trip No.**: Enter text here

**Amount Paid**:  **Cancellation fee**: 50 + W/S 50 **Refund amount expected**:

**Booking status:** UN  SC  Airline’s Waiver  Unused ticket   Partial refund

* It’s Agent/s responsibility to provide correct information when fill out this form. Any Airlines’ ADM or penalties will be relayed to you for incorrect information provided.
* All booking/s “MUST BE CANCELLED” before ticket/s lodge in for refund otherwise “NO SHOW FEES” will be applied.
* Please follow up with a phone call if your refund ticket/s is travel within 24 hours (Business hours).
* Please call on the same day before our office closed if you haven’t received “ACKNOWLEDGEMENT” on your request.
* Please provide copy of the refund ticket/s. Support documents MUST be provided for all UN/SC/Airline’s Waiver booking/s.
* Refund ticket/s will not be processed if this form is not fully completed.