



**DURGAN TRAVEL SERVICE**  
 125 Main Street  
 Stoneham, MA 02180

Tel: (781) 438-2224  
 Fax: (781) 438-6772

Thank you for choosing to join Durgan Travel on this wonderful vacation! This sheet contains **critical information**, so please be sure to **read it CAREFULLY** in its entirety.

**INFORMATION ACCURACY:** It is your responsibility to have filled out your reservation form correctly and completely based on your name as it appears on your passport (or license if a domestic trip, though we recommend using your passport). Failure to do so will result in the denial of boarding at the airport and/or financial penalties. You are responsible for any expenses, inconveniences, or loss of trip stemming from providing incomplete or incorrect information. Additionally, airlines are refusing to do "name changes" if information is not provided properly in the first place, resulting in the passenger losing their seat. Any missing or outdated information **MUST** be provided to Durgan Travel Service **NO LATER** than 75 days prior to departure. Plan to renew your passport in time to submit all pertinent information by 75 days prior to departure.

**FINAL PAYMENT:** Make note of the due date on your invoice, so that your final payment is on time. If payment is not received, you will not be ticketed, and your reservation may be cancelled. Passengers who wish to pay their balance by credit card must complete the authorization/request form below and return it with a copy of their invoice.

**NOTE:** **Your invoice reflects two prices – a credit card price and a discounted cash/check price.** Credit card payments cannot be made over the phone, for your security. It is required that we have your authorized signature on file, using the form below. The form can also be faxed to (781) 438-6772 or emailed to info@durgantravel.com. Please send a copy of your invoice, as well.

**MEDICAL/DIETARY REQUESTS:** Please make any special medical or dietary requests on the form below. Send this with your final payment. **We cannot guarantee requests, but are happy to send them to the airline, and they do try to meet your requests. Because this is a group tour, actual seat assignments are given out upon check-in. No seats are pre-assigned.** We send the air manifest with all requests to the airline **30 days prior to departure.**

**FINAL TOUR DOCUMENTS:** Final tour documents are **mailed no later than 10 days prior to departure.** Please expect to receive your tour documents, which will include (where applicable) your flight, hotel and daily itinerary information, plus luggage tags, name badge, and currency calculator (for foreign trips).

**PASSPORT INFORMATION:** If you are traveling on an international tour, **a valid US Passport** is required. If you are a citizen of another country please ensure that you have a valid passport with the proper visa documentation. **You are responsible for having your own valid passport and associated documentation.**

**Note:** **passports should be valid for at least six months beyond the end of your trip.** Some countries now require that passports be current for set amount of times beyond your return. By ensuring your passport is good for at least six more months, you will meet the requirements of even the strictest standards.

**TRAVEL INSURANCE:** If you've chosen to take our optional trip insurance, you should have a Trip Mate Travel Protection Plan brochure by now. **If you don't, please contact our office and we will send one out to you. Your policy number is your name plus the code TPG02 (for jet or cruise travel) or TPD02 (for bus tours).** Please make sure you read it, so that you understand your requirements in canceling your tour, and qualifying for an insurance refund. Bring it with you on your tour.

**PLEASE KEEP THIS LETTER FOR FUTURE REFERENCE**

CUT AND MAIL

**CREDIT CARD AUTHORIZATION /MEDICAL & DIETARY REQUEST FORM**

I, \_\_\_\_\_ (name as it appears on your credit card) authorize Durgan Travel to charge my

Credit Card #: \_\_\_\_\_ VISA MC DISC Exp. Date: \_\_\_\_\_

AMT. TO CHARGE: \_\_\_\_\_ FOR THE FOLLOWING PASSENGER(S): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

*Visa, MasterCard, & Discover are accepted and are reflected in the credit card price on your invoice.*

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK: \_\_\_\_\_

DATE OF DEPARTURE: \_\_\_\_\_ DESTINATION: \_\_\_\_\_

SPECIAL REQUESTS (MEDICAL/DIETARY, ETC): \_\_\_\_\_

**A reminder that all requests should be received no later than 30 days prior to departure. Actual seat assignments for group tours are given out upon check-in at the airport.**