



Viet Expert Travel

Independent Travel Specialist

VIET EXPERT TRAVEL LIMITED COMPANY

Add: House 34, Lane 42, Tran Binh St., Cau Glay Dist., Hanoi, Vietnam

Tel: +844 3795 5909 Fax: +844 3795 5910

Email: info@vietexperttravel.com

RESERVATION FORM

Please complete this form, sign and email to info@vietexperttravel.com

CONTACT INFORMATION

Name: _____

Mailing address: _____

Phone including country code: Mobile: _____ Phone (other): _____

Fax: _____ Email: _____

How did you hear of us? _____

Have you used our services before? _____

Name of Emergency Contact: _____

Relation: _____ Phone: _____

TRIP INFORMATION

Tour Enquiry # (if any): _____ Tour date: _____

Hotel name and address for pick up (if not booked through Viet Expert Travel): _____

Arrival Date: _____ Flight No. & Arrival Time: _____

Departure Date: _____ Flight No. & Departure Time: _____

TRIP PARTICIPANTS' INFORMATION *All participants are required to have travel insurance for their own protection*

Participant #1: Title: _____ Full Name (exactly as it appears on passport): _____

Citizenship: _____ Occupation: _____

Passport No: _____ Date of Birth: (date-month-year) _____

Issue Date: _____ Expiration Date: _____

Special Requirements (eg. vegetarian, diabetic, allergies, medical conditions etc.): _____

Accommodation: double (1 big bed) room twin (2 single beds) room single room at surcharge

Name of insurance policy _____

Insurance No.: _____ Expiration: _____

Will you require Viet Expert Travel to arrange a visa for you? _____

Participant #2: Title: _____ Full Name (exactly as it appears on passport): _____

Citizenship: _____ Occupation: _____

Passport No: _____ Date of Birth: _____

Issue Date: _____ Expiration Date: _____



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• Travel Insurance (Compulsory)

Viet Expert Travel will do everything possible to ensure a safe and enjoyable trip. However, certain risks are involved and should be recognized by participants. Thus, we highly recommend the purchase of short-term travel insurance for our adventures. Travel Insurance is a cost effective way to protect yourself and your equipment in the event of problems due to Canceled Trips, Delays, Medical Problems, Baggage Loss or Damage. Travel insurance is easily and cheaply available online. We recommend www.worldnomads.com.

PAYMENT INFORMATION

(Reservation 60 days before departure date) I am paying a **NON REFUNDABLE** deposit of \$ 100 per person to **VIET EXPERT TRAVEL Co., Ltd** and if reservation made within 60 days before departure date, the full payment is required upon confirmation by:

Bank transfer, Cash, Credit card (Charge to: Visa, Master card, Amex)

Name as stated on credit card: _____

Credit Card No: _____ Expiration Date: _____

ID Card (the last three-digit number appearing on signature panel): (Example) _____

Credit card Issuing Bank _____

I authorize **VIET EXPERT TRAVEL Co., Ltd** to debit the TOTAL AMOUNT of US\$ _____

Please provide a copy of two sides of your credit card into the below box.

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I have read, understood, and accept the Terms and Conditions as stated below and release and discharge VIET EXPERT TRAVEL Co., Ltd and its representatives from and against any liability arising from participation on the tour.

Signature: _____ Date: _____

TERMS AND CONDITIONS:

Booking Amendment

Flexibility is our strongest point. You can amend your booking when it is made. Just contact us at info@vietexperttravel.com with your booking number. Our reservations team is glad to amend your booking accordingly.

Cancellation Policy

NON REFUNDABLE deposit of 10 USD for hotels, air ticket booking upon services confirmation / US\$ 100 upon tours services confirmation

Cancellations will be charged as follows:

+ 60 days before arrival: No cancellation charge. We Guarantee 100% Money Back

+ 30-59 days before arrival: 5% cancellation charge.

+ 15-29 days before arrival: 10%

+ 8-14 days before arrival: 40%

+ 7 days before arrival: 100 %

+ No show: 100%

Refund of Unused Services

+ No refund will be given for any unused service after the trip has commenced.

Liability

Viet Expert Travel Co., Ltd. is not responsible for any loss, injury or damage sustained by passengers. Additional expenses incurred due to delays, accidents, natural disaster, political actions and unrest must be borne by the passengers. Passengers are required to have full travel insurance.

Airline schedules and local conditions may affect accommodation and itineraries. Should this occur, Viet Expert Travel Co., Ltd will endeavor to substitute a suitable arrangement of similar value. Participation on any tours implies full agreement to the above conditions by all parties involved.

Passport and Entry Visa

Your passport must be valid for at least six months following your entry date to your travel destination.

It is your responsibility to ensure that you are in possession of a valid passport and visa and all travel documents are valid for travel.