



(CST#1014510)

### CREDIT CARD CHARGE AUTHORIZATION FORM

(3/29/2018 update)

Date of Signature: \_\_\_\_\_ Booking #: \_\_\_\_\_

I, AS THE TRAVELER, authorize RITZ TOURS, a tour operator acting on behalf or through instructions given to my travel agent, to apply charges to the following credit card, for travel and travel related services, for me (the undersigned) and for the following named persons mentioned below traveling on the same departure date and the same tour as me. If any charge back or dispute arises from my charge, I will be fully responsible for the payment and will hold RITZ TOURS harmless from any amount that is charged back or disputed. All charge backs or disputed amounts must be paid back to RITZ TOURS promptly. This letter will also waive and indemnify RITZ TOURS from any harm or occurrence from the above referenced charge back. I understand and accept that airline tickets may or may not be issued against my credit card; this is solely at the discretion of Ritz Tours.

MASTER CARD #: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

VISA CARD #: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

3 DIGIT CARD VERIFICATION NUMBER / SECURITY CODE: \_\_\_\_\_

**\* NO AMEX or DISCOVER CARD**

***For your own protection, please attach a copy of the front and back of your credit card and a picture identification card***

NAME OF PERSONS WHO ARE TRAVELING FOR WHOM I AM RESPONSIBLE FOR PAYMENT ON MY CREDIT CARD AUTHORIZED AMOUNT:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Print Cardholder Name: \_\_\_\_\_ Telephone#: \_\_\_\_\_

Address of cardholder: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_ Tour Code: \_\_\_\_\_

Being under deposit does not constitute a price guarantee. I accept responsibility for any price increases due to changes in airline fuel surcharges and government taxes/fees until I have paid in full for my tour package.

***My signature below signifies that I have read and agree to Ritz Tours' general information and conditions (found in brochure or at [www.ritztours.com](http://www.ritztours.com))***

X \_\_\_\_\_ \$ \_\_\_\_\_  
Signature of Cardholder (as it appears on credit card) Authorized Amount

Note: Final documents will not be released unless RITZ TOURS receives all signed credit card authorization forms.  
**NO EXCEPTIONS WILL BE MADE**

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### RESERVATION

1. **Deposit** - A deposit of \$300 per person is required at the time of booking of the reservation. Reservation will automatically be cancelled if the deposit is not received by Ritz Tours within 7 days after booking of the reservation.
2. **Final Payment** -
  - a) **Land Only Packages:** The balance of the price must be paid at least 60 days prior to the departure date. If you book less than 60 days prior to the departure date, the final payment will be due upon booking. Ritz Tours have the right to cancel your booking and retain any deposit if the balance is not paid by the due date.
  - b) **Land & Air Packages:** The balance of the price must be paid at least 60 days prior to the departure date. Ritz Tours may require earlier payment of the airfare portion of your tour. If you book less than 60 days prior to the departure date, the final payment is due upon booking. If the balance is not paid by the due date then Ritz Tours have the right to cancel your booking and retain any deposit, cancel any airfare from your Land and Air Package, and change your reservation to a Land Only Package. You will be charged a late payment fee of \$50 per person for each late payment we receive.

### CANCELLATION

If you cancel your booking a per person fee will be charged according to the date we receive and acknowledge your cancellation as follows:

- |                      |                                                                   |
|----------------------|-------------------------------------------------------------------|
| A. \$100             | 120 or more days prior to departure                               |
| B. \$200             | 60 - 119 days prior to departure                                  |
| C. \$300             | 30 - 59 days prior to departure                                   |
| D. \$500             | 15 - 29 days prior to departure                                   |
| E. \$1000            | 3 - 14 days prior to departure                                    |
| F. 100% of Tour Fare | Within 48 hours prior to departure & no shows on day of departure |
- **Cancellation Notice:** Written notice of cancellation must be received by Ritz Tours either by personal delivery, mail, fax, or e-mail. Your notice of cancellation will only be effective when it is received in writing by us and acknowledged.
  - **Third Party Suppliers' Penalties and Charges:** In addition to the above stated cancellation charges, if tickets or vouchers for airlines, hotels, cruises, trains or any relevant third-party supplier have already been issued or confirmation of service has been received at the time of cancellation (regardless of number of days prior to departure), the traveler will be wholly liable for any additional airline, hotel, cruise line, or train cancellation penalties and service charges pursuant to suppliers' rules and regulations.
  - **Single Room Supplement Charge:** In the event of cancellation by your travel companion or roommate, you will be responsible for the additional resultant single supplement charge.
  - **Airline Tickets:** Ritz Tours reserves the right to have the airline tickets issued by Ritz Tours or its authorized agent immediately upon receipt of your tour deposit.
  - **Certain Arrangements:** Certain arrangements with third-party suppliers may not be able to be amended after they have been confirmed and any alteration may incur a cancellation charge to you of up to 100% of that part of the arrangements.

I \_\_\_\_\_ (print name) acknowledge my understanding and acceptance of the above terms of payment using my credit card.

\_\_\_\_\_  
Signature of cardholder

\_\_\_\_\_  
Date