

Credit Card Authorisation Form

Travel Agency

Providing Client Credit Card Details or using Store Credit Card

Fax from: () _____
 Fax to HOL: (03) 9851 8720 or email: travel@holidaysonlocation.com

ATTN: Accounts Department
 Holidays on Location
 Level 5, 1 Princess Street
 Kew VIC 3101 Australia

Agency Credit Card Authorisation (to be completed by the Travel Agent)

I/We hereby certify _____ that I am/we are authorised by a signed deed of authority issued by the said client,
travel agent's name /consultant's name

to provide the credit card details of the same to Holidays On Location in settlement of the above travel account inclusive of the applicable bank processing fees. This deed of authorisation is kept as part of our travel agency records. Authorisation for this payment has been received from our client verbally/ in writing (strike out which ever doesn't apply).

I/We fully accept the responsibility and will reimburse Holidays On Location in the event where the amount processed is challenged by the card holder at a future date (up to 20 weeks from date of first authorisation) and as a result of this challenge we are unable to provide sufficient information to support the legitimacy of the processed transaction.

Travel Agency Name		Travel Agency Manager Name	
Consultant Name		T/A Licence No.	
Consultant's Signature		T/A Manager's Signature	

Payment Details

Booking invoice ref/. #		Date	
Charge Amount		Applicable Card Fee	
Total Charge		Card Fee Percentage	
Card Holder's Signature		Departure date from Australia	
Credit Card charges	Amex : 3.3% on all charges STANDARD CARDS: Mastercard / Visa: 2.6% PREMIUM CARDS: Mastercard / Visa: 3.3%		

Credit Card Details

Card-Issuing Bank Name <small>(Australian Banks Only)</small>			
Credit Card Number			
Card Holder's Name			
CC type <input checked="" type="checkbox"/>	<input type="checkbox"/> AMEX	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA
CCV Security Number <small>(3 or 4 digit number located on back of card)</small>		CC Expiry Date	

AMEX Card

Payments made by AMEX Club cards need to be received at least 4 weeks prior to document issue. This is due to lengthy settling times by these financial institutions.

Standard or Premium Card?

Visa and Mastercard have increased the interchange and scheme fees for international and other credit card types. Standard Cards are considered to be the regular non-premium cards issued to you personally by the bank or other financial institution. Premium Cards are all Corporate Cards, Platinum Cards, and all other commercial cards. Check with us if you are not sure of the card type and the fees associated with its use. Holidays on Location does not accept international credit cards.