

Passenger Details

Passenger/s First Name.

Surname.

Number of PAX.

Contact Number.

Airport Arrival

Collect from.

Drop off at (Hotel/Conference Facility/Other)

Date.

Collection Time.

Flight Number.

Flight Time.

Airport Departures

NB. collection time should be 2 hours before flight departure time for local flights and 3 hours before international flights

Collect from.

Drop off at (Hotel/Conference Facility/Other)

Date.

Collection Time.

Flight Number.

Flight Time.

Credit Card Authorisation

Card Holders Details

| | | |
|----------------------|----------------------|----------------------|
| Title | Full Names | Surname |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Telephone. | Fax. | |
| <input type="text"/> | <input type="text"/> | |
| Email. | | |
| <input type="text"/> | | |

Card Details

| | | |
|--------------------------------------|----------------------|----------------------|
| Institution. | Visa. | Master. |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Card Number. | Expiry Date. | CVV Number |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3 digit code on the back of the card | | |

Payment

Amount to be Deducted.

A COPY OF THE FRONT AND BACK OF YOUR CREDIT CARD IS REQUIRED AND CAN BE EMAILED TOGETHER WITH THIS FORM. ONLY VISA AND MASTERCARD ACCEPTED. THE SIGNATURE ON THE CREDIT CARD MUST AGREE WITH THE SIGNATURE ON THIS FORM. ONLY THE CARD HOLDER'S SIGNATURE WILL BE ACCEPTED.

I hereby acknowledge that the information supplied is correct and authorize that the above amount be debited to my credit card.

Authorised Signature.

Date.

Terms and Conditions

1. All bookings, amendment to bookings and cancellation of bookings must be done in writing and sent to IAPCOtransfers@aquatours.co.za.
2. All bookings are confirmed via a written confirmation with a unique reservation number. If you do not receive a response within 1 hour of sending your email, please resend your booking or contact our offices as we have not received your request. NO CONFIRMATION-NO BOOKING.
3. All credit card payments will be processed on confirmation of the booking. Bookings being paid for via EFT payments will only be confirmed on receipt of payment. Once your booking has been confirmed any CANCELLATION will attract a 100% cancellation fee.
4. Amendments or Cancellations done with any of the Aqua Tours And Transfers chauffeurs will not be regarded as confirmed unless written confirmation of your request is received from our reservations department. All changes should be communicated directly with the Aqua Tours And Transfers offices via email or telephonically if urgent and not with the chauffeur. A written confirmation of your change will be emailed to you.
5. Rates quoted INCLUDE fuel and tolls. Aqua Tours And Transfers reserve the right to introduce a levy at any time during the year for escalating fuel costs or toll fees.
6. Rates quoted EXCLUDE entrance fees, refreshments, snacks, gratuities and driver's meals and accommodation unless otherwise stated.
7. It is the responsibility of the client to advise Aqua Tours And Transfers of any changes to the passenger's itinerary including flight cancellations.
8. Should a flight arrive early, Aqua Tours And Transfers will try its best to accommodate the passenger however this is entirely dependent on availability of a vehicle at the time. Should the client choose to not wait for the vehicle a full charge is still applicable.
9. Passengers who are not at the stipulated collection address at the scheduled collection time will be charged the full cost of the transfer as a 'No Show'.
10. Standby rates will apply if the driver has to wait more than 30 minutes from the scheduled collection time (excluding airport arrivals) for the passenger to arrive. Our standby rate is R125 per half hour.
11. Any deviation from the original itinerary confirmed including additional stops en-route will be subject to extra charges.
12. If changes to the scheduled collection time are made on the day of the transfer Aqua Tours And Transfers cannot guarantee availability. We will try our best to accommodate the change.
13. Aqua Tours And Transfers will not be held liable for incorrect information supplied by the person making the booking should this result in an unsuccessful transfer.
14. It is the responsibility of the client to ensure that the passenger has been allowed sufficient travel time to get to their destination on time. Aqua Tours And Transfers will not be held liable should a client be late in the event that the collection time has been booked incorrectly.
15. Passengers may not leave luggage in the vehicle unless the vehicle has been booked for the time that they wish us to store the luggage. Should the passenger wish to pay for the use of the vehicle for this period they may leave the luggage at their own risk.
16. Aqua Tours And Transfers will not be held liable for any damage or loss of luggage due to theft while in our possession.
17. No eating, smoking or drinking, with the exception of water, will be allowed in any of the Aqua Tours And Transfers vehicles.
18. Aqua Tours And Transfers reserve the right to refuse a client passage if he/she is deemed to be a danger to the driver, vehicle or other passengers in the vehicle.
19. All rates quoted are NETT rates unless otherwise stated.