



Kaleo Tours RESERVATION FORM

Posted	_____
Receipt	_____
Protection	_____
Policy Number	_____
Client #	_____

Trip name _____ **Tour** _____ **Today's date** _____

Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Cell phone _____ e-mail _____

Method of payment	Cash _____	Check _____	Check Number _____	Credit Card _____
Amt enclosed _____ includes deposit / payment amount _____ travel protection amount _____				
Indicate number of people reservation is for _____ Roommate/s _____				
Please indicate rooming requests Single _____ Double _____ Triple _____ Quad _____				
Credit card number _____ Discover _____ Visa _____ MasterCard _____				
Expiration Date _____ Three-digit code (on back of card) _____				
Signature _____				
<i>If including travel protection plan cost please complete:</i>				
Date/s of birth _____ Please indicate group affiliation _____				
Travel Protection information must be completed. Please circle the information that applies.				
I _____ accept / _____ decline Kaleo Tours Waiver.				
I _____ accept / _____ decline Travel Protection				
For more information on benefits/rates, please review the Group brochure provided. By selecting accept to Travel Protection, I (We) have read and understand the exclusions and limitations of the Policy. See Policy link below in the Travel Protection section.				

Please indicate any special needs _____

DEPOSIT POLICY Full payment for one day trips, \$50.00 p.p. for multi-day unless otherwise indicated on brochure. Balance due 30 days prior to departure unless otherwise stated.

Cancellation, refunds and fees. Notice of cancellation must be in writing . Refunds are subject to the following **plus** any expenses incurred by Kaleo Tours on behalf of the client:

Motorcoach trips:

- Beginning April 1, 2015, with 31 days notice, a 25% cost of doing business cancellation fee will apply to all cancellations.
- Cancellation fee will be reduced to 10% if money is transferred to future trip/s.
- 30-15 days, 50% cancellation fee applies. Cancellation fee will be reduced to 20% if money is transferred to future trip/s.
- 14 days or less, 100% cancellation fee will apply.

Air, cruises, trains, contracted tour suppliers and special events:

Cancellation policies of contracted suppliers will be the "primary" and Kaleo policy will become "secondary". Fees for both policies are applicable. All refund amounts are subject to the approval of Kaleo Tours management. **All refunds will be processed at the conclusion of the tour, and refund checks mailed on or before the 75th day following the completion of the trip.**

Transfer and Name Change fees: A \$20.00 per person fee will be charged for transfers and/or name changes.

Kaleo Tours Waiver – Provided by Kaleo, provides 100% refund of your deposit up to 48 hours prior to departure date. Less than 48 hours full refund minus expenses incurred by Kaleo on client's behalf. **MUST BE PURCHASED AT TIME OF BOOKING.**

TRAVEL PROTECTION

We recommend that you purchase a travel protection plan to help protect you and your trip investment! Consider travel protection for Trip Cancellation, Trip Interruption, Emergency Medical and Emergency Evacuation/Repatriation, Trip Delay, Baggage Delay and more.

Travel Insurance is underwritten by Berkshire Hathaway Specialty Insurance Company, Omaha, NE; NAIC#22276 To view/download the policy, go to <http://policy.travelexinsurance.com/ACGB-1217>

Signature _____ Date _____

Make checks payable to Kaleo Tours mail to 8241 S Walker, Ste 124, Oklahoma City, Ok 73139