



Elena Travel Services & Car Hire CC Namibia

www.namibweb.com

Reg. No. CC/96/371

P.O. Box 3127 Windhoek, Namibia

Answering machine: +264 61 244443, Facsimile: +264 61 244558, Cellular: +264 811 246286, e-mail: info@namibweb.com

Web site: <http://www.namibweb.com> - The online guide to Namibia

Reservation form: accommodation/camping

Hotel/B&B/lodge/camp name	
Group/guest (s) name (s)	
Passport number	
Passport expiry date	
Address	
Telephone/cell, fax & e-mail	
Group size (adults/children)	
Age of children (if applicable)	
Arrival date/time/flight number	
Departure date/time/flight number	
Accommodation to be reserved (type)	
Basis*	
Extra services/ extras to be booked**	
Special requests (vegetarian, etc.)	
Type of payment***	
Credit card number	
CVV number (last 3 digits on the back of the card)	
Expiry date	
Name of issuing bank	
Type of credit card****	
Notes/suggestions	
How you found out about Elena Travel Services	

Thank you for your reservation.

IMPORTANT: Please print this form out, fill it in, sign it and fax it back to the fax number 061 244558 or scan it (with a signature and in JPEG format) and send it via e-mail to info@namibweb.com

(BOTH PAGES ARE COMPULSORY!)

Please fill in only fields relevant to your reservation

Notes

Basis*	Please specify basis (accommodation reservations): 1) Bed and breakfast (B&B) 2) Dinner, bed and breakfast (DB&B) 3) Full board (FB, all meals are included) 4) Fully inclusive (FI, all meals + activities are included)
Extra services/ extras to be booked**	Please mention extra services/excursions/meals, etc. required in addition to basis/program chosen
Type of payment***	Please specify if you would like to pay: 1. On your arrival (in Windhoek, to Elena Travel Services) or in advance;

Type of credit card****

2. By bank transfer, cash/travellers' cheques or credit card
We accept VISA and Mater Card cards.

Cancellation policy below is applicable to all establishments/services booked through Elena Travel Services & Car Hire CC.

If reservation is not secured by credit card: **25% non-refundable deposit** is required to confirm your reservation. The balance is due not later than 55 days prior to commencing of the tour/rental or arrival to Namibia. Unpaid reservations will be cancelled.

Payments by credit card: 3% bank fee is applicable and is to be added to the total due for accommodation/services.

Please note that a certain establishments have own cancellation policy. In some instances a full payment will be required as early as 10 weeks prior to your arrival to Namibia. You will be notified about it beforehand.

Please note that it is a condition of travelling that all guests must have travel insurance for medical expenses, baggage loss, cancellation/curtailment, default and personal accident arranged before arrival in Namibia.

All refunds, if granted, will incur N\$ 165 handling fee.
Please note that both pages of this booking form must be signed and sent to Elena Travel.

I acknowledged and agreed that in case if my credit card is used for reservation (security) purposes for accommodation or services the following cancellation policy will apply:
0 - 30 days prior to arrival: 100% of the total cost of services/establishments reserved
31 - 44 days prior to arrival: 75% of the total cost of services/establishments reserved
45 - 60 days prior to arrival: 50% of the total cost of services/establishments reserved
61 days prior to arrival and earlier: 25% deposit is forfeited
I agree that my credit card will be debited in case of cancellation from my side for any reason whatsoever according to cancellation policy terms."

If you would like us to debit your credit card in advance:
I hereby authorise Elena Travel Services to debit my card for the amount of Namibian dollars in payment of

By signing this form I agree and bound myself to terms and conditions of Elena Travel Services published at <http://www.namibweb.com/terms.html>
If a service is provided by a third party I will agree to the terms and conditions of the service provider. All disputes are to be settled between service provider and myself. Elena Travel Services acts in this case as an agent only.

Name: (card holder)

Signature: (card holder)

Date: