

TOUR BOOKING FORM

Title / First Name / Surname		Nationality	Passport No	Exp. Date	Date of Birth
1.					
2.					
3.					
4.					
Address		Emergency Contact Details		Know Medical Conditions	
		Name			
		Relationship			
		Address			
Tel.No.(home)					
Tel.No.(work)					
E-mail:					
Travel insurance		Comprehensive travel insurance is an essential part of your travel package. We recommend that you obtain comprehensive travel and health insurance before travelling to Mongolia. please fill in your policy details below			
Alternate insurance	Policy Issuer		Policy Number		Emergency Phone No
Tour Code	Tour Name	Start Date	Tour Price	No	Total
How are you paying us? (please specify).....				Charge for credit card	
<input type="checkbox"/> Bank transfer, <input type="checkbox"/> Visa, Master card (add 2% fee for credit card payment) , <input type="checkbox"/> Money Gram and Western Union				Total Tour Price	
Deposit:				Deposit	
Balance due:				Balance	
Inbound Flight No	Arrival Date	Arrival Time	Outbound Flight No	Departure Date	Departure Time
Special request (Diet, vegetarian, food allergies etc)					
How did you hear about us? (internet, magazine, friend etc)					
Declaration I have read, understood and accept the booking conditions provided Hovd Tour or associated website and attached, on behalf of all members of my party, by whom I authorized to make this agreement. Tour booking service \$250 per person is non refundable in the event of my cancelation.			 signature (No.....)	Date

Hovd Tour, 301, 59 Peace Avenue, Bazan-Zurkh District, Ulaanbaatar, Mongolia
 Tel: 00976-99149087 Fax: 00976-70159087 /00976-70159087

www.hovdtour.mn

HOVD TOUR LLC TOUR BOOKING CONDITIONS

All persons wishing to make a booking, please read carefully the following conditions.

1. PAYMENT

You can make the payment by the following methods.

BY BANK TRANSFER

Please contact us, we will provide our bank details. Transfer your payment amount via SWIFT to our bank. All bank charges are charged to the senders account. Then either scan and email or fax your transfer receipt to: info@hovdtour.mn or send it by fax to +976-70159087.

WE ACCEPT VISA AND MASTER CARD:

You can make payment online by Hovd Tour Travel website. Please check booking a trip menu of www.hovdtour.mn Please enter the reference number provided by Hovd Tour and payment amount. Then click 'Continue' to be redirected to our bank's secure page.

WESTERN UNION OR MONEY GRAM

It is an easy way to transfer money. We can receive your payment in 10 minutes and confirm your tour booking quickly. We will send you details of money receiver. After sending funds via Western Union or Money Gram, please forward us the control number with the sender's full name by email. please forward us the control number with the sender's full name by email.

2. CANCELLATION.

If the Client wishes to cancel, cancellation charge will be imposed. These are calculated from the day written notification is received by the company. Any cancellation by the client must be made in writing. The cancellation charges are expressed as a percentage of the total tour price.

Period before departure within /Which notice of cancellation is received by us/	Amount of cancellation charge
60 days or more before your departure	15%
59-42 days before your departure	20%
41-28 days before your departure	40%
Less than 14 days	60%
2 days prior to arrival and on arrival day	100%

www.hovdtour.mn

3: INSURANCE

You will never travel without adequate travel insurance. Comprehensive travel insurance is an essential part of your travel package. We recommend that you obtain comprehensive travel insurance before travelling to Mongolia.

4: TRAVEL DOCUMENTS

The client are responsible for arranging and must be in possession of, a valid passport (your passport must be valid 6 months past your return date) all visas, permits, and certificates of vaccination ,insurance policies ,required for the whole of their journey. Any Information or advice given by the company regarding visas, vaccination, climate, clothing, is purely advisory, provided as a courtesy to the Client and the company is not responsible for any errors or omissions as the information provided. Personal property is always your own responsibility, www.hovdtour.mn

5: COMPLAINTS

If the client has a complaint about any of the tour arrangements, the client must tell us at the time. In the unlikely event, you have any problem or complaint during your trip bring it to the attention of the tour leader immediately, they have the opportunity to put things right. Should a problem remain unresolved, please write to the Company upon your return and within 4 weeks of your return.

6: LEGAL TERM

The contract is between the company and the client, being any person travelling or intending to travel on the tour operated by the company. The contract, including all matters arising from it, is subject to Mongolian law and the exclusive jurisdiction of the Mongolian Courts.