

**AUTHORIZATION LETTER**

(attachment copies of 2 sides of the card and passport)

My name: .....Name on card.....  
Nationality:.....  
Passport number: ..... Date of issue: .....Date of expiry: .....  
Billing address:.....  
Tel: ..... Fax: .....

Hereby authorize the following company

Name: JEWEL TOURS., JSC

Address: First floor, NT building, 50-52 Yen Bai I street, Hai Bai Trung, Hanoi

Tel: (84-4) 39746373 Fax: (84-4) 39746374

To withdraw the amount of \$US.....in letters.....  
..... only) from my personal bank account by using my Credit Card.

Card number: .....  
CVC code: VISA..... MASTER..... Expiry date:.....

This amount is the payment for the following services.

	Description	Amount

**TERM AND CONDITION**

**I. RESERVATION/ DEPOSIT/ FULL PAYMENT**

A deposit of 100% (negotiable) of the full amount is required to request and confirm your reservation. Final payment of the tour price must be made 24h before departure of the tour in Vietnam otherwise full payment must be made at the first time. Failure to comply may result in the cancellation of your reservations and penalties on the cancellation will apply. Full payment must be received if reservations are made within 24h prior to departure and are subject to space availability.

**II. CANCELLATION CHARGE**

More than 48 hrs: 25% of full costs; 24-48 hrs: 50% of full costs; 24-00 hrs: 75% of the full costs  
POSTPONING and/ or changing departure date will costs 25% of the full costs. For NO-SHOWs, there will be no refunds. All cancellation must be in writing and received by **JEWEL TOURS**. There will be NO REFUNDS given for any unused or missed ground arrangements, sightseeing, meals or accommodations.

**III. RESPONSIBILITY AND DISCLAIMER**

JEWEL TOURS acts only in the capacity of agent for its travelers in making arrangements for transportation, hotels, and other services that are incidental to the travel that is being purchased. As agent for the travelers, we make following disclaimers: it does not assume any liability what over for any injury, damage, death, loss, accident, or delay due to any act of nay carrier, hotel, restaurant, company or person rending of services included in the tour. It does not assume any liability for any injury, damage, death, loss, accident, or delay caused by strikes, civil disturbances, hostilities acts of war or other force majeure. Further, it accepts no responsibility for any damage or delay due to merchinery, breakdown, quarantine, weather, or causes beyond it control. It accepts no responsibility for any commission, delay, re-touring, additional expenses, or other events resulting from improper health certificates, or necessary document to enter or depart a country, or acts of any government authority. It also reserves the right decline to accept or to retain any person as a member of the tour. It reserves the right to adjust the itinerary or to substitute hotels or to cancel a tour prior to departure.

**Client's signature sample**

Signature of the card holder	Signature of the card holder	Signature of the card holder

# Letter of Approval

Date .....

To **Asia Commercial Bank**

Add **10B Trang Thi Str, Hoan Kiem- Ha Noi – Viet Nam**

Booking ID: .....

Guest's Name:.....

Guest's Passport: .....

Add:.....

Tel:.....

Recently we used: Services of Jewel Tours., JSC in Ha Noi arrange our travel and this letter is to confirm with you that we have used the service of this travel agent from ..... to..... the deposit amount for this journey has been already charged to my credit card account on ..... as a Mo/To transaction. We also confirm that the following details of this transaction are correct.

Card number:.....

Name on card:.....

Expire date:.....

Amount:.....(In words:.....)

Guest's Signature

**Full name:**

Attention : This is just for the confirmation, not for any more charge.

Thank you!